

TOWN OF RIMBEY

TOWN COUNCIL AGENDA

**AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY NOVEMBER 28, 2016 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING**

1	<b>Call to Order Regular Council Meeting &amp; Record of Attendance</b>	
2.	<b>Agenda Approval and Additions</b>	1
3.	<b>Minutes</b>	
4.1	Minutes of Regular Council Meeting November 14, 2016 .....	2-5
4.2	Minutes of Council 2017 Budget Meeting November 19, 2016 .....	6-13
4.	<b>Public Hearings - None</b>	
5.	<b>Delegations - None</b>	
6.	<b>Bylaws</b>	
6.1	Bylaw 926/16 Business License Bylaw .....	14-22
6.2	Bylaw 927/16 Retention and Destruction of Municipal Documents Bylaw .....	23-40
6.3	Bylaw 928/16 Amendment to Land Use Bylaw 917/16 .....	41-47
7.	<b>New and Unfinished Business</b>	
7.1	Town of Rimbey 2017 Operating Budget .....	48-50
7.2	Town of Rimbey 2017 Capital Budget .....	51-53
7.3	Rimbey Business Sector Sustainability Advisory Committee .....	54-55
7.4	Tagish Engineering Ltd Project Status Update to Nov 15, 2016 .....	56-59
7.5	Ponoka County – ACP Grant, Water Tenders for Regional Fire Services .....	60-61
8.	<b>Reports</b>	
8.1	<b>Department Reports</b>	62
8.1.1	Chief Administrative Officer Report .....	63
8.1.2	Director of Finance Report .....	64-66
8.1.3	Director of Public Works Report .....	67
8.1.4	Director of Community Services Report .....	68
8.1.5	Contract Development Officer Report .....	69
8.2	<b>Boards/Committee Reports</b>	70
8.2.1	Beatty Heritage House Society Minutes of September 1, 2016 .....	71-72
8.2.2	Rimbey Historical Society Minutes of October 19, 2016 .....	73-74
8.2.3	Rimoka Housing Foundation Board Meeting Minutes of Oct 16, 2016 .....	75-79
8.3	<b>Council Reports</b>	80
8.3.1	Mayor Pankiw's Report .....	81
8.3.2	Councillor Godlonton's Report .....	82
8.3.3	Councillor Jaycox's Report .....	83
8.3.4	Councillor Payson's Report .....	84
8.3.5	Councillor Webb's Report .....	85
9.	<b>Correspondence - None</b>	
10.	<b>Open Forum</b> (Bylaw 894/14 – Council Procedural Bylaw #30 - The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.)	
11.	<b>In- Camera</b>	
11.1	Legal (Pursuant to Division 2, Section 27(1) of the Freedom of Information and Protection of Privacy Act)	
12.	<b>Adjournment</b>	

TOWN OF RIMBEY

TOWN COUNCIL

MINUTES OF THE REGULAR MEETING OF TOWN COUNCIL HELD ON MONDAY, NOVEMBER 14, 2016 IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING

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1. Call to Order Mayor Pankiw called the meeting to order at 7:00 pm, with the following in attendance:

Mayor Pankiw  
Councillor Godlonton  
Councillor Jaycox  
Councillor Payson  
Councillor Webb  
Chief Administrative Officer – Lori Hillis, CPA, CA  
Director of Finance – Wanda Stoddart  
Recording Secretary – Kathy Blakely

Absent:  
Contract Development Officer – Liz Armitage  
Director of Community Services – Cindy Bowie  
Director of Public Works – Rick Schmidt  
Municipal Intern - Michael Fitzsimmons

Public:  
Treena Mielke, Rimbey Review  
Mr. Craig Teal PCPS Delegation  
6 members of the public

2. Adoption of Agenda 2.1 November 14, 2016 Agenda

Motion 435/16

Moved by Councillor Jaycox to accept the Agenda for November 14, 2016 Regular Council Meeting as presented.

CARRIED

3. Minutes 3.1. Minutes of Council Organizational Meeting October 24, 2016  
3.2 Minutes of Regular Council Meeting October 24, 2016

Motion 436/16

Moved by Councillor Godlonton to accept the Minutes of the Council Organizational Meeting of October 24, 2016, as presented.

CARRIED

Motion 437/16

Moved by Councillor Payson to accept the Minutes of the Regular Council Meeting of October 24, 2016, as presented.

CARRIED

4. Public Hearings 2.1 None

5. Delegation 5.1 Mr. Craig Teal - PCPS

Mayor Pankiw welcomed Mr. Teal of PCPS (Parkland Community Planning Services) to the Council Meeting.

Mr. Teal outlined to Council his municipal background and how it related to PCPS. He presented a power point presentation to Council highlighting PCPS's Mission, Values, Roles of PCPS, Governance and Structure, Operating Philosophy, Why Do Planning and Why Choose PCPS. He summarized their Current Service, Member Benefits and Services to Non-Members. Under the PCPS business model, the Town of Rimbey would be in the category of 1,500 to 3,000 people with an average annual cost of \$20,000.00. He also advised Council that subdivision fees are returned to the municipality.

Motion 438/16

Moved by Councillor Godlonton to accept the presentation from Mr. Teal from PCPS, as information.

CARRIED

## 6. Bylaws

6.1 None

## 7. New and Unfinished Business

7.1 Rimbey & District Crime Watch AssociationMotion 439/16

Moved by Councillor Webb to authorize the Rimbey & District Crime Watch Association to hold their monthly one hour meetings, on the second Tuesday of each month, in the Kinsmen Room at the Peter Lougheed Community Centre, free of charge, for the period October 2016 through June 2017., with the exception of December 2016, whereby they will be required to select a different evening or a different room, and further, the Rimbey & District Crime Watch Association shall apply in writing for the rental, each and every year prior to August.

CARRIED

7.2 Rimbey Business Sector Sustainability Advisory CommitteeMotion 440/16

Moved by Mayor Pankiw to table discussions regarding the Rimbey Business Sector Sustainability Advisory Committee to the November 28, 2016 Regular Council Meeting.

CARRIED

7.3 Refurbish Parkland ManorMotion 441/16

Moved by Councillor Godlonton that Administration is to work with Rimoka CAO to obtain conceptual drawings quote for the refurbishment of the existing Parkland Manor to include 20 independent Senior Apartments, the Rimbey Municipal Library and the West Country Outreach School, with the funds for the conceptual drawing quote coming from Special Projects.

CARRIED

7.4 Policies to be RescindedMotion 442/16

Moved by Councillor Webb to rescind policies Policy 1113 Part Time Policy, Policy 1114 Weekend Attendance at Seminars and Conferences and Policy 7002 Exit Interviews.

CARRIED

7.5 Policies to be AmendedMotion 443/16

Moved by Councillor Jaycox to rescind Policy 169 Plaques for Departing Elected Officials.

CARRIED

Motion 444/16

Moved by Councillor Payson to accept amended Policy 1001 Department Structure, as presented.

CARRIED

Motion 445/16

Moved by Mayor Pankiw to accept amended Policy 5402 Community Events Grant Program as presented, but with the following additional amendments:

Remove all of 3.c. "Organizations currently receiving a municipal property tax exemption are not eligible to receive funding", and

Remove all of Standards 3. "Organizations shall be limited to one Community Events Grant per calendar year".

CARRIED

Motion 446/16

Moved by Councillor Jaycox to authorize Administration to amend the logo in all policies, which require no further amendments other than the logo.

CARRIED

7.6 Tagish Engineering Project Status Update to October 27, 2016Motion 447/16

Moved by Councillor Godlonton to accept the Tagish Engineering Project Status Updates to October 27, 2016, as information.

CARRIED

Councillor Webb requested Mayor Pankiw to present agenda item 7.8 prior to 7.7. All Council was in agreement of the change of order of the agenda items.

7.8 FCM 2017Motion 448/16

Moved by Mayor Pankiw in consideration the FCM Convention is in the nation's capital, and it will be Canada's 150<sup>th</sup> birthday, and that Parliament will be sitting during the FCM Convention, that Mayor Pankiw, Councillor Jaycox, Councillor Godlonton, Councillor Webb and Chief Administrative Officer Lori Hillis attend the FCM Convention in Ottawa Ontario, from June 1-4, 2017.

CARRIED

7.7 Policies to be ApprovedMotion 449/16

Moved by Councillor to approve new Policy 156 Councillor Attendance at Conferences/Meetings as presented, but with the following amendment:

Add – The Mayor and all Council may attend the Annual FCM Conventions when it is out of province, if the Convention is within driving distance of Rimbey.

CARRIED

## 8. Reports

8.1 Department Reports – None8.2 Boards/Committee Reports

8.2.1 Rimbey Municipal Library Board Meeting Minutes of Sept 12/16

8.2.2 Rimbey Historical Society Minutes of Sept 21/16

8.2.3 Rimoka Housing Foundation Board Meeting Minutes of Sept 14/16

Motion 450/16

Moved by Councillor Godlonton to accept the Rimbey Municipal Library Board Meeting Minutes of September 12, 2016, the Rimbey Historical Society Minutes of September 21, 2016 and the Rimoka Housing Foundation Board Meeting Minutes of September 14, 2016, as information.

CARRIED

9. Correspondence 9.1 Correspondence – None10. Open Forum 10.1 Open Forum

One person spoke regarding the Minutes of the Organization Meeting item 4.1.

Mayor Pankiw recessed the Council meeting at 8:15 pm.

6 members of the public and Treena Mielke of the Rimbey Review departed the meeting at 8:15 pm.

Mayor Pankiw reconvened the Council meeting at 8:19 pm.

11. In Camera 11.1 Legal (Pursuant to Division 2, Section 27(1) of the Freedom of Information and Protection of Privacy Act)Motion 451/16

Moved by Councillor Jaycox the Council meeting go in camera at 8:19 pm, pursuant to Division 2, Section 27(1) of the Freedom of Information and Protection of Privacy Act, with all Council, Chief Administrative Officer Lori Hillis, Director of Finance Wanda Stoddart, Planning and Development Officer Liz Armitage (via telephone) and Recording Secretary Kathy Blakely to discuss legal issues.

CARRIED

Motion 452/16

Moved by Councillor Payson the Council meeting reverts back to an open meeting at 8:28 pm.

CARRIED

2 members of the public returned to the Council Meeting.

12. Adjournment Motion 453/16

Moved by Councillor Webb to adjourn the meeting.

CARRIED

Time of Adjournment: 8:29 pm.

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 MAYOR RICK PANKIW

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 CHIEF ADMINISTRATIVE OFFICER LORI HILLIS

TOWN OF RIMBEY

TOWN COUNCIL 2017 BUDGET MEETING

MINUTES OF THE COUNCIL 2017 BUDGET MEETING OF TOWN COUNCIL  
HELD ON SATURDAY, NOVEMBER 19, 2016 IN THE COUNCIL CHAMBERS  
OF THE TOWN ADMINISTRATION BUILDING

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1. Call to Order Mayor Pankiw called the meeting to order at 9:00 am, with the following in attendance:

Mayor Pankiw  
Councillor Godlonton  
Councillor Jaycox  
Councillor Payson  
Councillor Webb  
Chief Administrative Officer – Lori Hillis, CPA, CA  
Director of Finance – Wanda Stoddart  
Director of Public Works – Rick Schmidt  
Director of Community Services – Cindy Bowie  
Municipal Intern - Michael Fitzsimmons  
Recording Secretary – Kathy Blakely

Absent:

Public:  
0 members of the public

2. Public Hearing 2.1 None
3. Adoption of Agenda 3.1. November 19, 2016 Council 2017 Budget Meeting Agenda

Motion 454/16

Moved by Councillor Godlonton to accept the agenda for November 19, 2016 Council 2017 Budget Meeting as presented.

CARRIED

Motion 455/16

Moved by Councillor Webb to extend the Council 2017 Budget Meeting beyond the 90 minutes as allocated for Council Meetings in Bylaw 924/16 Town of Rimbey Procedural Bylaw.

CARRIED

4. Minutes 4.1 None
5. Delegation 5.1 None
6. Bylaws 6.1 None
7. New and Unfinished Business 7.1 Core Budget - 2017

Motion 456/16

Moved by Councillor Godlonton to accept 7.1 Core Budget – 2017 as amended.

CARRIED

7.2 Operating Funds Transferred to Reserves

Motion 457/16

Moved by Councillor Jaycox to accept 7.2 Operating Funds Transferred to Reserves, as amended.

CARRIED

7.3 Debt Management - 2017Motion 458/16

Moved by Councillor Jaycox to accept 7.3 Debt Management – 2017 as information.

CARRIED

7.4 Salary Ranges 2017Motion 459/16

Moved by Councillor Jaycox to accept 7.4 Salary Ranges 2017 as presented.

CARRIED

7.5 2017 Operating Budget – By FunctionMotion 460/16

Moved by Councillor Godlonton to accept the 7.5 2017 Operating Budget - By Function as information.

CARRIED

7.5.1 General MunicipalMotion 461/16

Moved by Mayor Pankiw to increase General Administration by \$10,000 for the inclusion of promotional items.

CARRIED

Motion 462/16

Moved by Councillor Webb to accept the 7.5.1 General Municipal Budget as amended.

CARRIED

7.5.2 CouncilMotion 463/16

Moved by Councillor Godlonton to accept 7.5.2 Council budget as presented.

CARRIED

7.5.3 AdministrationMotion 464/16

Moved by Councillor Jaycox to cut the Town of Rimbey advertising section back to only once per month, following the last Council Meeting of the Month.

CARRIED

Motion 465/16

Moved by Councillor Payson to accept 7.5.3 Administration budget as amended.

CARRIED

7.5.4 General AdministrationMotion 466/16

Moved by Councillor Jaycox to accept 7.5.4 General Administration budget as amended to increase by \$10,000 for the 2017 election.

CARRIED

7.5.5 RCMPMotion 467/16

Moved by Councillor Webb to accept 7.5.5 RCMP budget as presented.

CARRIED

7.5.6 Emergency ManagementMotion 468/16

Moved by Councillor Godlonton, to appoint the position of Chief Administrative Officer as the Director of Emergency Management.

CARRIED

Motion 469/16

Moved by Councillor Godlonton to accept 7.5.6 Emergency Management budget as presented.

CARRIED

7.5.7 InternMotion 470/16

Moved by Councillor Jaycox to accept the 7.5.7 Intern budget, as presented.

CARRIED

7.5.8 Animal BylawMotion 471/16

Moved by Councillor Payson to accept 7.5.8 Animal Bylaw budget as presented.

CARRIED

7.5.9 Community PolicingMotion 472/16

Moved by Councillor Jaycox to accept 7.5.9 Community Policing budget as presented.

CARRIED

7.5.10 Public Works - RoadsMotion 473/16

Moved by Councillor Webb to accept 7.5.10 Public Works – Roads Budget as presented.

CARRIED



7.5.11 AirportMotion 474/16

Moved by Councillor Webb to accept 7.5.11 Airport budget as presented.

CARRIED

Mayor Pankiw recessed the Council 2017 Budget Meeting at 11:23 am.

Mayor Pankiw reconvened the Council 2017 Budget Meeting at 11:29 am.

7.5.12 Storm SewerMotion 475/16

Moved by Councillor Webb to accept 7.5.12 Storm Sewer Budget as presented.

CARRIED

7.5.13 WaterMotion 476/16

Moved by Councillor Jaycox to accept 7.5.13 Water Budget as presented.

CARRIED

7.5.14 WastewaterMotion 477/16

Moved by Councillor Godlonton to accept 7.5.14 Wastewater Budget as presented.

CARRIED

7.5.15 Garbage ServicesMotion 478/16

Moved by Councillor Jaycox to accept 7.5.15 Garbage Services Budget as presented.

CARRIED

7.5.16 Recycle Pick Up and Transfer StationMotion 479/16

Moved by Councillor Webb to accept 7.5.16 Recycle Pick Up and Transfer Station Budget as presented.

CARRIED

7.5.17 CompostMotion 480/16

Moved by Mayor Pankiw to accept 7.5.17 Compost Budget as presented.

CARRIED

7.5.18 F.C.S.S. and Social ServicesMotion 481/16

Moved by Councillor Jaycox to accept the 7.5.18 F.C.S.S. Budget as presented.

CARRIED

Mayor Pankiw recessed the Council 2017 Budget Meeting at 12:04 pm.

Mayor Pankiw reconvened the Council 2017 Budget Meeting at 12:39 pm.

7.5.19 CemeteryMotion 482/16

Moved by Councillor Godlonton to accept the 7.5.19 Cemetery Budget as presented.

CARRIED

7.5.20 DevelopmentMotion 483/16

Moved by Mayor Pankiw to accept 7.5.20 Development Budget as presented.

CARRIED

7.5.21 Economic DevelopmentMotion 484/16

Moved by Mayor Pankiw to accept 7.5.21 Economic Development as presented.

CARRIED

7.5.22 RecreationMotion 485/16

Moved by Councillor Webb to accept 7.5.22 Recreation Budget as presented.

CARRIED

7.5.23 PoolMotion 486/16

Moved by Councillor Jaycox to accept 7.5.23 Pool Budget as presented.

CARRIED

7.5.24 ParksMotion 487/16

Moved by Councillor Godlonton to accept 7.5.24 Parks Budget as presented.

CARRIED

7.5.25 Fitness Centre

Motion 488/16

Moved by Mayor Pankiw to accept 7.5.25 Fitness Centre Budget as presented.

CARRIED

7.5.26 Arena

Motion 489/16

Moved by Councillor Godlonton to accept 7.5.26 Arena Budget as presented.

CARRIED

7.5.27 Programs

Motion 490/16

Moved by Mayor Pankiw to accept 7.5.27 Programs as presented.

CARRIED

7.5.28 Community Centre

Motion 491/16

Moved by Councillor Godlonton to accept 7.5.28 Community Centre Budget as presented.

CARRIED

7.5.29 Library

Motion 492/16

Moved by Councillor Jaycox to accept 7.5.29 Library Budget as presented.

CARRIED

7.5.30 Community Buildings

Motion 493/16

Moved by Councillor Jaycox to accept 7.5.30 Community Building budget as presented.

CARRIED

7.5.31 Curling Club

Motion 494/16

Moved by Mayor Pankiw to accept 7.5.31 Curling Club budget as presented.

CARRIED

7.5.32 Historical Society

Motion 495/16

Moved by Mayor Pankiw to accept 7.5.32 Historical Society Budget as presented.

CARRIED

7.6 Reserves - 2017Motion 496/16

Moved by Councillor Jaycox to accept Town of Rimbey Reserves 2017 as amended.

CARRIED

7.7 2017 Capital BudgetMotion 497/16

Moved by Councillor Webb to accept the 2017 Capital Budget A list as amended below:

New Computers (Public Works)	\$5000
RCMP Building Repairs	\$20,000
SW Storm Water Management Plan	\$49,800
Design & Construction of Storm Water Pond Phase 1	\$32,100
Trail from Community Centre to Drader Crescent (Lions Club)	
46 St. Overlay from 51 Ave. to 54 Ave.	\$188,000
45 Ave. Repairs from Rimwest Cres to 53 St.	\$118,000
Bergum Road (Service Road) Repair	\$204,000
Water well Drilling Program (Multi year program 2017 1.6 m)	\$1,600,000
Concrete Crushing	\$50,000
Sidewalk Replacements	\$170,000
Recycle – Fence East Boundary	\$15,000
Community Centre Security Camera	\$10,000
Pool Security Camera	\$5,000
Used 1 ton	\$46,000
Town of Rimbey Entrance Signs	\$30,000
Main Valve Replacements	\$32,000
Spray Park Removal	\$50,000
Spray Park Splash Features	\$36,000
 Total 2017 Capital Projects	 \$2,660,900

CARRIED

Mayor Pankiw recessed the Council 2017 Budget Meeting at 2:52 pm.

Mayor Pankiw reconvened the Council 2017 Budget Meeting at 3:00 pm.

7.8 2017 Capital Budget "B" ListMotion 498/16

Moved by Councillor Godlonton to accept the 2017 Capital B List as amended below:

Road reconstruction 54 Ave. from 44 St. to Hwy 20	\$609,000
Planning - 51 St. from 51 Ave. to 46 Ave.	\$130,000
Overlay 56 Ave. from 50 St. to 51 St.	\$232,000
Road Reconstruction 43 St. from 50 Ave. to 54 Ave.	\$1,188,000
Main Water Reservoir/Pump House Upgrades	\$1,481,000
Standby Generator (Carry Forward 2015)	\$85,000
 Total 2017 Capital Budget B List	 \$3,725,000

CARRIED

7.9 Grant Funded ProjectsMotion 499/16

Moved by Councillor Webb to accept the Town of Rimbey Grant Funded Projects Budget 2017 as presented.

CARRIED

7.10 Reserve Funded ProjectsMotion 500/16

Moved by Councillor Webb to accept the Town of Rimbey Reserve Funded Projects Budget 2017, as amended.

CARRIED

7.11 Tagish Engineering 2017 Capital Budget EstimatesMotion 501/16

Moved by Councillor Godlonton to accept the Tagish Engineering 2017 Capital Budget Estimates as information.

CARRIED

Motion 502/16

Moved by Mayor Pankiw to cancel the Council 2017 Budget Meeting scheduled for Saturday, November 26, 2016.

CARRIED

- 8. Reports      8.1 None
- 9. Correspondence      9.1 None
- 10. Open Forum      10.1 Open Forum
- 11. In Camera      11.1 None
- 12. Adjournment      Motion 503/16

Moved by Councillor Webb to adjourn the meeting.

CARRIED

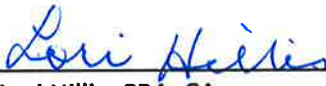
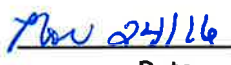
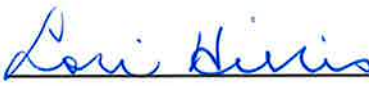

Time of Adjournment: 3:25 p.m.

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MAYOR RICK PANKIW

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CHIEF ADMINISTRATIVE OFFICER LORI HILLIS

<b>Council Agenda Item</b>	6.1
<b>Council Meeting Date</b>	November 28, 2016
<b>Subject</b>	Bylaw 926/16 Business License Bylaw
<b>For Public Agenda</b>	Public Information
<b>Background</b>	During the Council 2017 Budget Deliberations, Council discussed Business Licenses and their desire to change the Bylaw to send invoices for Business licenses in the current year for the following year. Business Licenses for Sub-trades for developers were also discussed.
<b>Discussion</b>	Administration has reviewed and made changes to the Business License Bylaw. Items or words which appear with a strikethrough will be removed and items or words highlighted have been added.
<b>Relevant Policy/Legislation</b>	MGA s145
<b>Options/Consequences</b>	<ol style="list-style-type: none"> <li>1. Council may choose to accept Bylaw 926/16 as presented by giving first second and third readings to the Bylaw.</li> <li>2. Council may choose to instruct Administration to make further changes to the proposed Bylaw</li> </ol>
<b>Financial Implications</b>	As per the Bylaw
<b>Attachments</b>	Bylaw 926/16 Business License Bylaw
<b>Recommendation</b>	<ol style="list-style-type: none"> <li>1. Administration recommends Council give first reading to Bylaw 926/16 Business License Bylaw.</li> <li>2. Administration recommends Council give second reading to Bylaw 926/16 Business License Bylaw.</li> <li>3. Administration recommends Council unanimously agree to consider third and final reading of Bylaw 926/16 Business License Bylaw.</li> <li>4. Administration recommends Council give first reading to Bylaw 926/16 Business License Bylaw.</li> </ol>
<b>Prepared By:</b>	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               _____              Lori Hillis, CPA, CA              Chief Administrative Officer           </div> <div style="text-align: center;">               _____              Date           </div> </div>
<b>Endorsed By:</b>	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               _____              Lori Hillis, CPA, CA              Chief Administrative Officer           </div> <div style="text-align: center;">               _____              Date           </div> </div>



A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATION AND LICENSING OF BUSINESSES CARRIED ON WITHIN THE CORPORATE LIMITS OF THE TOWN AND TO PROVIDE FOR THE APPOINTMENT OF A LICENSE INSPECTOR.

WHEREAS

Pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass Bylaws respecting businesses and provide for a system of licensing;

NOW THEREFORE

The Council of the Town of Rimbey duly assembled enacts as follows:

**PART I - BYLAW TITLE**

- 1) This Bylaw may be cited as the "Business License Bylaw".

**PART II - DEFINITIONS**

- 1) In this Bylaw unless the context otherwise requires:
  - a) "business" means a commercial, merchandising or industrial activity or undertaking; a profession, trade, occupation, calling or employment; or an activity providing goods or services, including a cooperative or association of persons.
  - b) "business license" or "license" means a license granted by the Town of Rimbey, authorizing the person to whom it is granted to carry on the business activity therein specified in the Town of Rimbey.
  - c) "C.A.O." means the Chief Administrative Officer of the Town of Rimbey.
  - d) "Council" means the Council of the Town of Rimbey.
  - e) "development permit" means a document authorizing a development issued pursuant to the Town of Rimbey's Land Use Bylaw.
  - f) "Hawker or Peddler" means a person not being a body corporate and who, whether as principal or agent;
    - i) goes from house to house selling or offering for sale any merchandise to any person, and who is not a wholesale or retail dealer in such merchandise with a permanent place of business in the Town of Rimbey;
    - ii) offers or exposes for sale to any person by means of sample, patterns, cuts or blueprints, merchandise to be afterwards delivered or shipped into the Town, or;
    - iii) sells merchandise or a service, or both, on the streets or roads or elsewhere than at a building that is his permanent place of business in the Town;
    - iv) does not have a permanent place of business in the municipality.
  - g) "Home business" or "Home office" means a home business or home office as defined by the Town of Rimbey Land Use Bylaw.



A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATION AND LICENSING OF BUSINESSES CARRIED ON WITHIN THE CORPORATE LIMITS OF THE TOWN AND TO PROVIDE FOR THE APPOINTMENT OF A LICENSE INSPECTOR.

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- h) "License Inspector" means and includes a Community Peace Officer, Licensing Officer or any person so designated by Council, or the Chief Administrative Officer, to perform their duties.
- i) "licensee" means a person to whom a license has been issued, pursuant to the provisions of this Bylaw.
- j) "local area business" means a business that does not have a permanent office or place of business within the corporate limits of the Town of Rimbey and is located within the County of Ponoka, west of the 5<sup>th</sup> meridian, or within Township 41 of the County of Lacombe.
- k) "non-resident business" means a business that does not have a permanent office or place of business within the corporate limits of the Town of Rimbey and includes a hawker or peddler.
- l) "Peace Officer" means any member of the RCMP, a Peace Officer and a Bylaw Enforcement Officer.
- m) "resident business" means a business where a permanent office or place of business is situated in either a commercial, industrial, residential, or direct control district within the corporate limits of the Town of Rimbey and includes a hawker or peddler.
- n) "Town" means the Town of Rimbey.

### **PART III – LICENSE INSPECTOR**

- 1) Council or the C.A.O. shall appoint a License Inspector or License Inspectors to carry out the terms of this Bylaw.
- 2) The power and duties of a License Inspector are;
  - a) To administer this Bylaw and as far as practicable see that all persons concerned conform to its provisions and to prosecute or assist to prosecute persons who fail to comply within;
  - b) To make an inspection of all premises and locations for which a license is required or has been applied for, pursuant to this Bylaw;
  - c) To investigate complaints lodged against a license and, if necessary, inspect the premises or location described in the complaints and to revoke any license issued and to levy fees or penalties pursuant to this Bylaw.

### **PART IV – LICENSE PROCEDURES**

- 1) No person within or partly within the Town shall be engaged in any business unless and until they have paid the prescribed fee and hold a valid and subsisting business license as set out in Schedule "A" hereto, and issued pursuant to the provisions of this Bylaw, unless specifically exempted by law or within this Bylaw.





A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATION AND LICENSING OF BUSINESSES CARRIED ON WITHIN THE CORPORATE LIMITS OF THE TOWN AND TO PROVIDE FOR THE APPOINTMENT OF A LICENSE INSPECTOR.

- 2) Every person applying for a new business license shall submit to the License Inspector a written application as per Schedule "C" of this Bylaw and signed by the applicant or agent of the corporation.
- 3) The Town shall issue an invoice in ~~January~~ **December** of each year **for a business license for the upcoming year**, to all holders of valid business licenses in the ~~previous~~ **current** calendar year.
- 4) Payment of the business license fee shall be made no later than the last business day of ~~March~~ **January**, or the fee shall be doubled.
- 5) No business license shall be granted until the applicant has submitted to the License Inspector the proper fee as provided by this Bylaw. (moved - previously clause 14)
- 6) All Sub-Trades hired by a Developer must be in possession of a valid Town of Rimbey Business License.**
- 7) Subject to the provisions of this Bylaw, upon receipt of an application for business license, the License Inspector may grant a business license or may refuse a business license, if, in his opinion, there are just and reasonable grounds for the refusal of the application.
- 8) Subject to the provisions of this Bylaw, where a business license has been granted pursuant to this Bylaw, the License Inspector may revoke or suspend the business license, if, in his opinion, there are just and reasonable grounds for the revocation of the license.
- 9) Upon a license being revoked or suspended as hereinbefore provided, the License Inspector shall notify the licensee thereof:
  - a) By delivery of notice to him personally, or
  - b) By mailing a registered letter to his place of residence or business,

and, after the delivery of such notice, his business shall not be carried on until such time as a new license is issued or the suspended license is reinstated.
- 10) No business license shall be granted until such time as the applicant holds a valid development permit where required by the Land Use Bylaw.
- 11) No business license shall be granted until such time as the applicant holds a valid Provincial or Federal license required by law.
- 12) No business license shall be granted if the applicant fails to comply with any other bylaw of the Town of Rimbey.
- 13) No business license shall be valid unless the said license has been signed by the License Inspector or anyone designated to act on his behalf.



A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATION AND LICENSING OF BUSINESSES CARRIED ON WITHIN THE CORPORATE LIMITS OF THE TOWN AND TO PROVIDE FOR THE APPOINTMENT OF A LICENSE INSPECTOR.

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- 14) Any advertising of the businesses referred to in this Bylaw shall be deemed to be prima facie proof of the fact that the person advertising is carrying on or operating any such business.
- 15) Every business license issued under this Bylaw shall be posted in a conspicuous place in the business premises of the said license.
- 16) Every business license issued under the provisions of this Bylaw, unless revoked, shall terminate at midnight on the 31<sup>st</sup> day of December of the year in which the said license was issued.
- 17) No business license shall be required for:
  - a) Businesses specifically exempted from obtaining a municipal business license by Provincial or Federal legislation;
  - b) A business that is carried on by the Government of the Province of Alberta or Canada;
  - c) A business that is a charitable or non-profit organization;
  - d) A business that carries on its activities at the Farmer's Market;
  - e) A business that is carried on or operated by the municipality or its employees on behalf of the municipality;
  - f) A supplier bringing in bulk goods to a licensed business for the purpose of resale;
  - g) Residential garage sales, provided that the sale takes place on a residential property where that property owner, or primary resident when referring to residential rental properties, directly supervises and controls the sale.
  - h) Such other businesses as Council by resolution may from time to time exempt.
- 18) Where any certificate, authority, license or other document of qualification under this or any other Bylaw, or under any statute of Canada or the Province of Alberta, is suspended, cancelled, terminated or surrendered, any license issued under this Bylaw based in whole or in part on such certificate, authority, license, or other document of qualification shall be revoked automatically forthwith.
- 19) In every case where an application for a business license has been refused or a business license has been revoked, the person seeking the license may appeal to Council.
- 20) A notice of appeal from Clause ~~20~~ 18 shall be made within thirty (30) business days after a refusal or revocation.



A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATION AND LICENSING OF BUSINESSES CARRIED ON WITHIN THE CORPORATE LIMITS OF THE TOWN AND TO PROVIDE FOR THE APPOINTMENT OF A LICENSE INSPECTOR.

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- 21) All appeals shall be made in writing addressed to the C.A.O. of the Town and shall be dated as of the date received by the C.A.O.
- 22) Council, after hearing the applicant may:
  - a) Direct a business license be issued;
  - b) Direct a business license be issued with conditions;
  - c) Refuse to grant a business license;
  - d) Uphold the revocation of a business license on the grounds which appear just and reasonable.
- 23) A decision of Council on an appeal is final and binding on all parties.
- 24) Every person carrying on or engaged in any business in respect of which a license is required under this Bylaw, upon receipt of the License Inspector, shall give to the License Inspector all information necessary to enable him to carry out his duties.
- 25) No person shall commence to, or shall carry on or engage in the business of a Hawker or Peddler on public property within the Town unless and until such person is the holder of a business license issued pursuant to this Bylaw.
- 26) There shall be no sales by Hawkers or Peddlers licensed pursuant to this Bylaw within 150 metres of stores selling similar produce or products.

#### **PART V - ENFORCEMENT**

- 1) The C.A.O. of the Town or a Peace Officer may, at their discretion, issue a letter or notice to anyone who is in contravention of any section of this Bylaw directing the said person to take any action required so as not to be in breach of the section. The notice or letter may provide a time frame for the person to complete the action.
- 2) Any person who does not comply with a notice or letter is subject to a penalty pursuant to a fine amount as listed in Schedule "B".
- 3) A Peace Officer is hereby authorized and empowered to issue a violation ticket to any person who the Peace Officer believes on reasonable and probable grounds has contravened any section of this Bylaw.
- 4) Any person to whom a violation ticket has been issued may make the voluntary payment, if one is offered, by delivering the violation ticket as per instructions on the violation ticket along with an amount equal to that specified for the offence as set out in this Bylaw.



A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATION AND LICENSING OF BUSINESSES CARRIED ON WITHIN THE CORPORATE LIMITS OF THE TOWN AND TO PROVIDE FOR THE APPOINTMENT OF A LICENSE INSPECTOR.

- 5) Notwithstanding the provisions of this Bylaw, any person who has been issued a violation ticket pursuant to any section of this Bylaw may exercise his/her right to defend any charge of committing a contravention of any provision of this Bylaw.
- 6) A person issued a violation ticket for an offence shall be deemed sufficiently and properly served if served personally on the accused.
- 7) Should a person within or partly within the Town be engaged in any business without a valid and subsisting business license, unless specifically exempted by law, then as per Section 8 of the Municipal Government Act they may be prevented from engaging in any business until such time that they attain a valid business license.

**PART VI - SEVERABILITY**

- 1) Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

**PART VII - REPEAL**

- 1) Bylaws 003/19, 006/19, 043/37, 153/47, 164/48, 169/48, 197/50, 221/51, 235/52, 250/53, 117/70, 149/71, 195/73, 707/99 and 873/11 are hereby repealed.

READ a First Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

READ a Second Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

**UNANIMOUSLY AGREED** to present this Bylaw for Third and Final Reading.

READ a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor Rick Pankiw

\_\_\_\_\_  
Chief Administrative Officer Lori Hillis



A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATION AND LICENSING OF BUSINESSES CARRIED ON WITHIN THE CORPORATE LIMITS OF THE TOWN AND TO PROVIDE FOR THE APPOINTMENT OF A LICENSE INSPECTOR.

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SCHEDULE "A" – BUSINESS LICENSE FEES

Resident Business	\$35.00
Local Area Business	\$85.00
Home Office or Home Business	\$50.00
Non-Resident Business	\$250.00
Daily License (any category)	\$50.00

**New** annual business license fees shall be ~~reduced by half (50%) when purchased after September 30 in any license year~~ prorated to the month of application. **This does not apply to a Non-Resident Business or Daily License.**

SCHEDULE "B" - VIOLATIONS AND PENALTIES

Any person who commits a breach of any of the provisions of this bylaw shall be liable to a penalty of \$200.00 (Two-hundred dollars).

A person who commits a second or subsequent offence within a period of one (1) year may be subject to a fine that is double the amounts above.

The issuance of a violation ticket that includes a penalty does not preclude the requirement to obtain a valid business license.



A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATION AND LICENSING OF BUSINESSES CARRIED ON WITHIN THE CORPORATE LIMITS OF THE TOWN AND TO PROVIDE FOR THE APPOINTMENT OF A LICENSE INSPECTOR.

SCHEDULE "C" – BUSINESS LICENSE APPLICATION

Business Name:					
Mailing Address:					
Street Address of Business:					
Owned By:			Business Telephone No:		
Is This a Home Office or a Home Business? (A business is visited by a significant number of clients)				Will there be vendor and customer traffic?	
Description of the Business:					
<b>*Important:</b>	Applicant may not proceed with the business or any construction to the business site until a business license and other necessary permits have been obtained if required				
Date:			Signature of Applicant:		
<p><i>The personal information requested on this form is being collected for the purpose of processing your application and is governed, authorized and protected by the Freedom of Information and Protection of Privacy Act (FOIP). By providing this information, you consent to its use for the above purposes. If you have any questions with respect to the collection or release of this information, please contact the Town of Rimbey FOIP Coordinator at 403.843.2113.</i></p>					
<b>Office Use Only</b>					
Roll #:		Zoning:		Business License Fee:	\$
Is this a permitted use according to the Land Use By-Law?					
Legal Land Description:	Lot:	Block:		Plan:	
Was a development permit applied for?					
Approval by Administration:				Date:	

<b>Council Agenda Item</b>	6.2
<b>Council Meeting Date</b>	November 28, 2016
<b>Subject</b>	Bylaw 927/16 Retention and Destruction of Municipal Documents
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Administration is in the process of reviewing the Town of Rimbey bylaws and policies. While examining the retention schedule for documents, it came to the attention of Administration, the bylaw refers to the Development Officer instead of the Chief Administrative Officer.
<b>Discussion</b>	Administration has reviewed and made changes to the Retention and Destruction of Municipal Documents Bylaw. Historically, the responsibilities for this process were appointed to the Development Officer. This is no longer relevant as our Planning and Development Officer is contracted. Items or words which appear with a strikethrough will be removed and items or words highlighted have been added.
<b>Relevant Policy/Legislation</b>	MGA s145
<b>Options/Consequences</b>	<ol style="list-style-type: none"> <li>1. Council may choose to accept Bylaw 927/16 as presented by giving first second and third readings to the Bylaw.</li> <li>2. Council may choose to instruct Administration to make further changes to the proposed Bylaw</li> </ol>
<b>Financial Implications</b>	As per the Bylaw
<b>Attachments</b>	Bylaw 927/16 Retention and Destruction of Municipal Documents Bylaw
<b>Recommendation</b>	<ol style="list-style-type: none"> <li>1. Administration recommends Council give first reading to Bylaw 927/16 Retention and Destruction of Municipal Documents Bylaw</li> <li>2. Administration recommends Council give second reading to Bylaw 927/16 Retention and Destruction of Municipal Documents Bylaw</li> <li>3. Administration recommends Council unanimously agree to consider third and final reading of Bylaw 927/16 Retention and Destruction of Municipal Documents Bylaw.</li> <li>4. Administration recommends Council give first reading to Bylaw 927/16 Retention and Destruction of Municipal Documents Bylaw .</li> </ol>

**Prepared By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*Nov 25/16*

Date

**Endorsed By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*Nov 25/16*

Date



A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO RESPECTING RETENTION AND DESTRUCTION OF MUNICIPAL DOCUMENTS.

- WHEREAS Pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass a bylaw respecting the retention and destruction of records and documents of the municipality;
- WHEREAS It is the desire of the Town of Rimbey to provide regulations and procedures with respect to the retention and disposal of records including, but not limited to, correspondence, records, vouchers, receipts, instruments and other documents in the custody or control of the Town of Rimbey.
- WHEREAS It is the desire of the Town of Rimbey to establish the necessary authority to release municipal records to the Alberta Archives or other Archival Centres on either a permanent loan or retention basis, and
- WHEREAS The authority for such regulations and authorities must be consistent with other Federal and Provincial Statutes and Regulations, in particular the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25.
- NOW THEREFORE The Council of the Town of Rimbey, duly assembled, hereby enacts the following:

**PART I - BYLAW TITLE**

- 1) This Bylaw may be cited as the “Retention and Destruction of Municipal Documents Bylaw”.

**PART II – DEFINITIONS AND SYMBOLS**

- 1) In this Bylaw, unless the content otherwise requires, the word, term or expression:
  - a) ~~“Development Officer”~~ **“Chief Administrative Officer”** shall mean the Records Administrator duly appointed by the Council of the Town of Rimbey.
  - b) “Records” shall mean all ledgers, receipts, vouchers, instruments, correspondence, maps, rolls, or other information in the custody or control of the Town of Rimbey in any form or format.
  - c) “Disposition” shall mean the disposal of Records via destruction or transfer of Records of enduring value to Archives.
  - d) “Confidential” shall mean any records which contains personal information about individuals, third-party, commercial, financial, scientific, or technical information supplied either explicitly or implicitly in confidence or other sensitive information as described in the Freedom of Information and Protection of Privacy Act.
  - e) “General Records” shall mean those records which are used in day to day operations and are required to formulate recommendations, are used for scheduling and as information to assist in the efficient operation of the Town of Rimbey.





A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO RESPECTING RETENTION AND DESTRUCTION OF MUNICIPAL DOCUMENTS.

- f) "Transitory Records" shall mean records that have short-term, immediate or no value and will not be required for future reference. Refer to "Schedule B" for a more detailed definition of Transitory Record.
- 2) When used in this Bylaw and the Schedules attached, as well as, in the operation of any Records Management Systems established consistent with this Bylaw, the following symbols shall be used to designate the form ore retention or disposal required.
  - D – Destroy
  - P – Permanent Retention
  - A – Permanently Held in Alberta of other Archival Centre
  - T – Transfer to Appropriate Authority
  - R – Review at a Later Date

**PART III – RECORDS RETENTION AND DESTRUCTION**

- 1) All Transitory Records, which do not contain confidential information, shall be disposed of at anytime, when they no longer serve any valid purpose.
- 2) All Transitory Records containing potentially confidential information shall be disposed of in a manner so that the information contained within it is completely obliterated, at any time, when they no longer serve any valid purpose.
- 3) All General Records of the Town of Rimbey shall be destroyed in accordance with "Schedule A".
- 4) Should an individual's personal information be used by the Town of Rimbey to make a decision that directly affects the individual, the Town of Rimbey shall retain the personal information for at least one (1) year from the date it was used to make the determination, so that the individual has a reasonable opportunity to obtain access to it.
- 5) Where, in this Bylaw and "Schedule A", "Schedule B" and "Schedule C" attached hereto, it is provided that particular records in the custody or control of the Town of Rimbey shall be:

Destroyed (D):

Such records shall be destroyed, so that the information contained in it is completely obliterated, without any copy being retained: and

Permanent (P):

Such original records shall be preserved and never destroyed.

Permanently Held In Archives (A):

Such records shall be released to either of Provincial Archives or other local archives upon decision and direction of the ~~Development Officer~~ Chief Administrative Officer. A copy of the transferred record index shall be permanently retained on filed: and



A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO RESPECTING RETENTION AND DESTRUCTION OF MUNICIPAL DOCUMENTS.

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Transferred to an Appropriate Authority (T)

Such records shall be transferred to the authority responsible for the records upon decision and direction of the ~~Development Officer~~ Chief Administrative Officer, when they are no longer under the authority or responsibility of the Town of Rimbey. A copy of the transferred record index shall be permanently retained on file.

Reviewed at a Later Date (R)

Such records are those where retention or destruction cannot be determined at the time the record originated. These records will be retained for a period of 2 years then reviewed for a final retention or destruction decision.

- 6) The ~~Development Officer~~ Chief Administrative Officer shall always have the discretion to retain records longer than the period provided for in this Bylaw and shall do so where the ~~Development Officer~~ Chief Administrative Officer deems it appropriate. Such decisions to retain the records longer than the period provided for herein, shall be recorded in the records management index.

Where the ~~Development Officer~~ Chief Administrative Officer has received an indication that there will be litigation involving any records scheduled for destruction, the ~~Development Officer~~ Chief Administrative Officer is obligated to retain the said records until such litigation is complete. Such decisions to retain the records longer than the period provided for herein, shall be recorded in the records management index.

- 7) Where the ~~Development Officer~~ Chief Administrative Officer has received an indication that there is or may be a FOIPP request involving any record scheduled for destruction, the ~~Development Officer~~ Chief Administrative Officer is obligated to retain said records for a period of one (1) year after the FOIPP request has been made. Such decisions to retain the records longer than the period provided for herein, shall be recorded in the records management index.

- 8) When records have been destroyed under this Bylaw, with the exception of records destroyed under Part III Section 1 and 2, the ~~Development Officer~~ Chief Administrative Officer shall so certify in writing. Such certification shall refer to the relevant schedule and item of this Bylaw and shall identify the records destroyed.

- 9) The Development Officer Chief Administrative Officer shall keep an index of :

Records Destroyed  
 Records Transferred to Archives  
 Records Transferred to Another Authority

- 10) Where records are destroyed under this Bylaw, the proper and complete destruction is the responsibility of the ~~Development Officer~~ Chief Administrative Officer.



A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO RESPECTING RETENTION AND DESTRUCTION OF MUNICIPAL DOCUMENTS.

- 11) Destruction of all records shall be carried out in the presence of a witness. The person destroying the records shall sign the records management index attesting to the date of the destruction of the records together with a list of records destroyed. The person who witnessed the destruction of records shall also sign the records management index. The records management index shall be permanently filed with the Town of Rimbey.
- 12) Election material that has been locked/sealed in ballot boxes may be destroyed in accordance with the provisions of the Local Authorities election Act, RSA.
- 13) The ~~Development Officer~~ **Chief Administrative Officer** will ensure that the retention schedule shall be adhered to and that annual audits of the records will be conducted to ensure compliance with this Bylaw.
- 14) All general records, those records held in the general filing system of the Town of Rimbey (excluding rolls, receipts, vouchers, invoices, any financial ledgers of this means) shall be stamped "Retain To".
  - a) The records to be retained as outlined in "Schedule A" shall also illustrate the date in which it is to be retained to.
  - b) All records to be permanently retained shall have not date by shall indicate (P) – Permanent Retention.
  - c) All records to be permanently retained by transferred to Archives shall have no date but shall indicate (A) – Archival Transfer.
  - d) All records no longer under the authority or responsibility of the Town of Rimbey which are to be transferred to another authority shall indicate (T) – Transfer to an appropriate Authority.
  - e) All records where retention or destruction cannot be determined shall illustrate a date two (2) years from origination and shall indicate (R)- Review.

**PART IV - GENERAL**

1. The attached "Schedules A, B, and C" is hereby adopted and may be amended from time to time by resolution of Council upon the recommendation of the ~~Development Officer~~ **Chief Administrative Officer**.
2. It shall be the responsibility of the ~~Development Officer~~ **Chief Administrative Officer** to provide for the adequate storage and security of all Town of Rimbey records.

**PART V – SEVERABILITY**

1. **Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.**



A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO RESPECTING RETENTION AND DESTRUCTION OF MUNICIPAL DOCUMENTS.

**PART VI - REPEAL**

- 1. Bylaws 702/99 and 838/09 is are hereby repealed.

This Bylaw shall come into full force and effect upon the day it receives third and final reading by Council.

READ a First Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

READ a Second Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

**UNANIMOUSLY AGREED** to present this Bylaw for Third and Final Reading.

READ a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor Rick Pankiw

\_\_\_\_\_  
Chief Administrative Officer Lori Hillis

**BYLAW 927/16  
SCHEDULE A  
DISPOSITION SCHEDULE**

The subject matter is listed alphabetically followed by a suggested retention period. The retention period is identified by "P" (permanent retention) or expressed by a figure in years such as 5 (five years), or other specified comments such as Superseded (replaced or take the place of) or Obsolete (no longer in use) identified as "S/O".

File Type	Description	Suggested Disposition Period in years.
Accountants	Working Papers	7
Accounts	Paid – Summary Sheet Payable Vouchers Receivable Duplicate	P (filed with minutes) 7 7
Administration	Reports (not part of minutes	7
Advertising	General As per Legislation	2 7
Agendas	Part of Minutes	P
Agenda Packages	File Copy	2 (original documents of package filed elsewhere)
Agreements/Contracts	Development Forms General Government Major Legal Minor Mutual Aide Service	S/O + 5 S/O + 5 S/O + 5 S/O + 5 S/O + 7 S/O + 5 S/O + 7 S/O + 5
Annexations	All Correspondence Final Order	7 P
Announcements	General	3
Annual Reports	Municipal Local Boards	7 5

<b>Applications</b>	<b>Employment</b> <b>Site Plan Approval</b> <b>Subdivision (after final approval)</b>	<b>(see Personnel)</b> <b>2</b> <b>7</b>
<b>Appointments</b>	<b>Other than those in minutes</b>	<b>3</b>
<b>Approvals</b>	<b>Government</b>	<b>S/O + 7</b>
<b>Architect Drawings</b>	<b>Building, Park Sites etc.</b>	<b>P</b>
<b>Assessment</b>	<b>Appeals</b> <b>Assessment Review Board Minutes</b> <b>Assessment Review Records</b> <b>Balancing Records</b> <b>Equalized Assessments</b> <b>Notices</b> <b>Pipeline</b> <b>Rolls</b>	<b>12</b> <b>P</b> <b>7</b> <b>7</b> <b>P</b> <b>7</b> <b>P</b> <b>P</b>
<b>Assets</b>	<b>Ledger</b> <b>Record of Surplus</b> <b>Temporary Files</b>	<b>P</b> <b>5</b> <b>2</b>
<b>Bank</b>	<b>Deposit/Pass Books</b> <b>Deposit Slips</b> <b>Memos (Debit &amp; Credit)</b> <b>Reconciliation</b> <b>Statements</b>	<b>7</b> <b>7</b> <b>7</b> <b>7</b> <b>7</b>
<b>Boards</b>	<b>Authority &amp; Structure</b> <b>Minutes</b> <b>Routine Correspondence</b>	<b>5</b> <b>P</b> <b>5</b>
<b>Briefs/Reports</b>	<b>To Council</b>	<b>7</b>
<b>Budgets</b>	<b>Estimates Working Papers</b> <b>Final Capital</b> <b>Final Operating</b>	<b>3</b> <b>P (filed with minutes)</b> <b>P (filed with minutes)</b>
<b>Building Permits</b>		<b>(see Permits)</b>
<b>Bylaws</b>	<b>All</b>	<b>P</b>
<b>Cash</b>	<b>Disbursements Journal</b> <b>Duplicate Receipts</b> <b>Receipt Journal</b>	<b>7</b> <b>7</b> <b>7</b>

<b>Certificates</b>	<b>Complaint Tax Of Title</b>	<b>P (filed in land files) P (filed in land files) P (filed in land files)</b>
<b>Census</b>	<b>Reports</b>	<b>12</b>
<b>Cheques</b>	<b>Pied (cancelled) Register Stubs</b>	<b>7 7 7</b>
<b>Claims</b>	<b>Notice of Statement of</b>	<b>12 S/O 12 S/O</b>
<b>Committee</b>	<b>Council Committee Minutes</b>	<b>P</b>
<b>Compensation</b>	<b>Records</b>	<b>10</b>
<b>Complaints</b>	<b>Citizen</b>	<b>3</b>
<b>Complaint Certificates</b>		<b>(see Certificates)</b>
<b>Computer Cards</b>		<b>1</b>
<b>Contracts</b>		<b>(see Agreements)</b>
<b>Construction Projects</b>		<b>S/O + 7</b>
<b>Council</b>	<b>Minutes</b>	<b>P</b>
<b>Courses &amp; Conference</b>	<b>Material</b>	<b>1</b>
<b>Court Cases</b>		<b>12 S/O</b>
<b>Debentures</b>		<b>S/O + 7</b>
<b>Destroyed Records Index</b>		<b>P</b>
<b>Development Permits</b>		<b>(see Permits)</b>
<b>Easements</b>		<b>P (file in land files)</b>
<b>Elections</b>	<b>Nominations papers Records</b>	<b>As per LAEA As per LAEA</b>
<b>Engineering</b>	<b>Drawings</b>	<b>P</b>

<b>Employee Benefits</b>	AHC, EHC, Dental, Etc. files Town of Rimbey Pension Plan WCB Claims	7 7 7
<b>Employees</b>	Job Applications (hired) Job Applications (not hired) Job Descriptions Oath of Office Personnel Files	(see Personnel) (see Personnel) (see Personnel) 3 (after office vacated) (see personnel)
<b>Financial Statements</b>	Final/Year End Interim Month End Working Papers	P 7 7 3
<b>Franchises</b>		P
<b>Government Correspondence</b>	General in Nature	5
<b>Grants</b>	Applications Claim Reports	7 7
<b>GST</b>	Quarterly Returns	7
<b>Income Taxes</b>	Deduction TD1 Forms T4 Slips T4 Summaries	7 S/O + 1 7 7
<b>Inquiries</b>	From the Public	3
<b>Insurance</b>	Accident Reports (no claim filed) Accident Reports (claim filed) Claims General Info/Annual Reports & Listings	5 12 (after settled) 12 (after settled) S/O + 7
<b>Inventory Listings</b>	Annual Reports	7
<b>Investment Notes</b>		S/O + 7
<b>Invoices</b>	(keep capital invoices)	7
<b>Job Descriptions</b>		(see Personnel)
<b>Lab Reports</b>	Water, Sewer, Gas, etc.	5



Land	Appraisals Files Titles	1 (after sold) P P (file in land files)
Land Titles	Registration Requests Registration Notices Service Requests Notice of Title Changes	7 7 7 S/O + 10
Leases	All	S/O + 7
Legal	Opinions Proceedings	12 S/O 12 S/O
Legislation	Act	S/O + 1
Licenses	Applications Business Literature	3 S/O + 5 2
Loans	From Bank To Other Organizations	S/O + 7 S/O + 7
Local Improvements	Records	P
Maps	Base (original) Contour	P P
Minutes	Board Council Committee Third Party Copies (ie Lodge)	P P P 3
Municipal Affairs		(see Gov't Corresp.)
Newsletters	Public	3
Organization	Structure & Records	5
Payroll	Holiday & Sick Leave Records Employment Insurance Records Garnishees Individual Earnings Record Journal Remittance Records Time Sheets – Daily TD1	7 7 3 7 7 7 7 S/O + 1

	T4's and T4 Summaries	7
Permits	Development/Building Burning	P (file in land files @ YE) 7
Personnel	Employee Personnel Files Employment Applications (rejected) Employment Applications (hired) Job Descriptions Record of Employment Salary Grids	7 (After Termination) 1 P (file in Personnel files) S/O + 5 7 (after termination) S/O + 5
Petitions		10
Plans	Official Official (amendments) Subdivision	P P P
Policy		S/O + 5
Progress Reports	Project	7
Property Files		P
Prosecution	All	12 S/O
Publications	Local Reports Newspapers	3 1
Public Auction		(see Taxes)
Purchase	Land Orders	S/O + 12 7
Quotes		1
Receipts	Books Duplicate Cash Registration	7 7 7
Receptions & Special Events (non-historic)		3
Reference Material		3 (or as long as relevant)

<b>Reports</b>	<b>Accident</b> <b>Admin/PW/FCSS to CAO</b> <b>Admin/PW/FCSS to Council</b> <b>Accident Statistics</b> <b>Field</b> <b>Maintenance</b>	<b>12</b> <b>7</b> <b>7</b> <b>12</b> <b>12</b> <b>12</b>
<b>Requisitions</b>	<b>Annual</b> <b>Duplicate – general files</b>	<b>P</b> <b>7</b>
<b>Resolutions</b>	<b>Minutes</b>	<b>P</b>
<b>Right of Ways</b>		<b>(see Easements)</b>
<b>Street Signs</b>	<b>Inventory Register</b>	<b>P</b>
<b>Studies</b>	<b>Produces Specific for Town</b>	<b>D/O + 2</b>
<b>Subdivision</b>	<b>After Final Approval</b>	<b>12</b>
<b>Tax Recovery</b>	<b>Records (all)</b>	<b>P</b>
<b>Taxes</b>	<b>Arrears Cards</b> <b>Arrears Notifications</b> <b>Final Billings</b> <b>Grant in Lieu Records</b> <b>Installment Notices</b> <b>Municipal Credits</b> <b>Public Auction Documentation</b> <b>Receipts</b> <b>Rolls</b> <b>Sale Deeds</b> <b>Tax Certificates</b> <b>Trial Balance Reports</b>	<b>7</b> <b>7</b> <b>12</b> <b>7</b> <b>7</b> <b>7</b> <b>P</b> <b>7</b> <b>P</b> <b>P</b> <b>(see Certificates)</b> <b>7</b>
<b>Termination</b>	<b>Employees</b>	<b>P</b>
<b>Tenders</b>	<b>Files</b> <b>Successful</b> <b>Purchase Quotations</b> <b>Unsuccessful</b>	<b>12</b> <b>12</b> <b>12</b> <b>2</b>
<b>Timesheets</b>		<b>(see Payroll)</b>
<b>Traffic</b>	<b>Streets</b>	<b>7</b>

<b>Trial Balances</b>	<b>Monthly Yearly</b>	<b>2 (if YE recap report avail) (see Year End)</b>
<b>Utility Billings</b>	<b>Monthly</b>	<b>7</b>
<b>Vouchers</b>		<b>7</b>
<b>Vendors</b>	<b>Acknowledgement to Contracts Suppliers Files</b>	<b>2 (see Agreements) 3</b>
<b>Writs</b>		<b>12</b>
<b>Weed Control Reports</b>		<b>S/O + 1</b>
<b>Year End Files</b>	<b>Accounts Payable Accounts Receivable Assessment General Ledger Financial Statements Payroll Tax Trial Balance Trial Balance Utility Account Payment Recap</b>	<b>7 7 P P P 7 7 7 7</b>
<b>Zoning</b>	<b>Applications to Amend &amp; Followup procedures Bylaws</b>	<b>10  P</b>

**BYLAW 927/16  
SCHEDULE B  
TRANSITORY RECORDS**

**Definition of Transitory Record:**

Transitory records are records such as memos, letters, reports, computer files, voice or e-mail messages, etc. that you create or receive while doing your job that have only short-term, immediate or no future value to the municipality.

Transitory records can legally and routinely be destroyed.

There are no firm rules as to what is and is not a transitory record. The decision will be based on the judgement of each employee.

If the information in a record will have some future administrative, financial, legal, research or historical value to the municipality the it is *not* transitory and should be filed. (refer to "Schedule A of this Bylaw). For example, e-mail messages that record approvals, recommendations, opinions, decisions or government business transactions. These have future value and are *not* transitory.

**Categories of Transitory Records:**

**Temporary Information**

This includes telephone messages, routing slips, post-it notes, opened envelopes, memos, notes and messages, (either paper, voice or electronic) where the information has only immediate or very short-term value. Once they have been used to perform the required activities, the records have no further value.

On occasion, records such as these must be kept. Envelopes might be kept because the time and date of receipt or stamped on them.. A telephone message slip may have to be filed as it provides evidence of an individual calling at a certain time and date. If there is any doubt as to whether recorded information will have any future reference value, file the record.

**Duplicates**

This includes exact reproductions of a master document. Common examples are photocopies, or extra copies printed from a computer system or by a commercial printer. After the master version has been filed, the duplicate may be destroyed. Clearly identify duplicates that are circulated strictly for reference purposes, so they are not filed.

A duplicate can sometimes be altered by someone adding handwritten comments, notes or initials to it. This action creates a new record. If this added information will have future value to the municipality, file the document.

## **Draft Documents and Working Material**

This includes source material used in the preparation of documents and earlier versions of final documents. Usually, drafts and working materials, where paper or electronic, do not have long-term value and can be destroyed as transitory records.

Some exceptions include drafts and working papers related to the preparation of legislation, legal documents, budgets, policies, standards, guidelines and procedures. These documents may not be transitory if the municipality was primarily responsible for their creation. This information may have some future value to the municipality that warrants filing it.

## **Publications**

This includes books, magazines, periodicals, pamphlets, brochures, journals, newspapers and software documentation obtained from sources outside the municipality. If they have not future value and their usefulness is finished, they can be discarded in accordance with the municipalities guidelines.

Master copies of publications produced by or for the municipality are not transitory and should be filed. Extra copies are transitory once the publication is obsolete and may be destroyed. If it is believed that an obsolete publication has some historical significance, the Provincial Archives or Alberta or the local Archives may be contracted.

## **Direct Mail**

This includes solicited or unsolicited information received from organizations or individuals advertising their products or services. If it is directly relevant to the operation of the municipality, this material may be filed for future reference. The vast majority of these types of documents are "junk mail" and can routinely be destroyed.

## **Blank Information Media**

This includes anything that was created or acquired for the purpose of collection of storing information but which has not been used and has become obsolete. Example: blank forms.

This category can be used when storage media information must be physically destroyed such as videos, audio or dictation tapes, diskettes, magnetic tapes, disk drives, or optical disks, where:

- Sensitive or confidential information was previously stored
- Where that information was erased according to an approved records retention and disposition schedule; and
- Where it is possible that someone could recover the erased information by technical means.

## **Process for Transitory Records Disposal:**

Disposition of transitory records depends on two factors:

- Whether or not the records are confidential, and
- The physical format or medium of the records.

## **Confidentiality**

Many transitory records do not contain confidential information, but some include personal information about individuals, third-party business information, cabinet confidences, or other sensitive information. Section 15-28 of the Freedom of Information and Protection of Privacy Act provides guidance on what could be considered sensitive or confidential.

Obsolete blank forms that could be misused should be treated as confidential transitory records.  
Example: purchase orders.

## **Physical Format**



The two most common record formats are paper and electronic media. Paper records can be recycled, pulped or shredded. Records on electronic media can be deleted through a specific action or erased automatically after a specified period of time.

Information obtained from Alberta Public Works, Supply and Services: "A guide to Identifying and Disposing of Transitory Records" brochure.





<b>Council Agenda Item</b>	6.3
<b>Council Meeting Date</b>	November 28, 2016
<b>Subject</b>	Bylaw 928/16 to Amend Bylaw 917/16.
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>Bylaw 917/16, the Town of Rimbey Land Use Bylaw was approved by Council on July 25, 2016.</p> <p>With new development permit applications, Administration is able to identify clauses which are not working as intended.</p>
<b>Discussion</b>	<p>Upon submission of a development permit for a new Manufactured Home within Lindy's Trailer Park it was determined that the setbacks provided in Land Use Bylaw 917/16 do not meet the existing setbacks for the units within the Park.</p> <p>Note that during preparation of Land Use Bylaw 917/16, the Park owners were invited to a meeting to discuss this section specifically. They were also circulated and provided comments after First Reading. The setback restrictions were not flagged as an issue at that time.</p> <p>Due to a recent Development Permit application for the placement of a new trailer, Administration has been working with Lindy's Trailer Park to understand the setbacks that they require. The setbacks required are the same as the setbacks utilized by existing Manufactured Homes already on site.</p> <p>Based on the discussion Administration recommends the following text amendments be made to Land Use Bylaw 917/16 (note revisions are highlighted in yellow):</p> <p>12.7 (5) Setbacks</p> <p>(a) The minimum yard requirements for manufactured homes shall be at least:</p> <ul style="list-style-type: none"> <li>(i) 3.5 m from a similar manufactured home unit.</li> <li>(ii) <del>6.0 m from any</del> 6.0 m from the rear lot line of the manufactured home park.</li> <li>(iii) <del>3.0 m</del> 2.4 m from any internal access road or common parking area.</li> <li>(iv) 1.2 m from the front lot line of the manufactured home park.</li> </ul> <p>To ensure continuity within the Manufactured Home Park and to enable the owners of the Park to be able to conduct business and provide residential house to residents of Rimbey, Administration recommends the above noted amendments.</p>
<b>Relevant Policy/Legislation</b>	Town of Rimbey Land Use Bylaw 917/16 Municipal Government Act RSA 2000, ch. M-26, as amended

<b>Options/Consequences</b>	
<b>Desired Outcome(s)</b>	Amend Land Use Bylaw 917/16 to reflect the existing conditions within Lindy's Trailer Park so that development can continue to occur within in the Park.
<b>Financial Implications</b>	Not applicable
<b>Attachments</b>	1. Section 12.7 of the Bylaw 917/16.
<b>Recommendation</b>	<ol style="list-style-type: none"> <li>1. Administration recommends Council give first reading to Bylaw 928/16 Bylaw Amend Land Use Bylaw 917/16.</li> <li>2. Council should also set the Public Hearing date of January 9, 2017 and direct administration to circulate notice of Bylaw 928/16 to relevant agencies.</li> <li>3. Council should direct administration to advertise the public hearing in the Rimbey Review for 2 consecutive weeks (December 6 and December 13, 2016) prior to the Public Hearing.</li> </ol>
<p><b>Prepared By:</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               _____              Liz Armitage              Contract Planning &amp; Development Officer         </div> <div style="text-align: center;">             November 24, 2016              _____              Date         </div> </div> <p><b>Endorsed By:</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               _____              Lori Hillis              Chief Administrative Officer         </div> <div style="text-align: center;">             Nov 25/16              _____              Date         </div> </div>	

**12.7 MANUFACTURED HOME PARK (MHP)**

**(1) Purpose**

The MHP – Manufactured Home Park designation is intended to provide for and regulate the development of land for the use of manufactured homes on lots in comprehensively designed parks wherein no individually titled parcels have been created.

**(2) Permitted and Discretionary Uses**

Table 12.7.1 outlines the permitted and discretionary uses contemplated in the MHP designation where approval is subject to the issuance of an authorized development permit.

**Table 12.7.1**

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> <li>• Housing, manufactured home</li> <li>• Housing, modular</li> <li>• Park</li> </ul>	<ul style="list-style-type: none"> <li>• Group homes</li> <li>• Home businesses</li> <li>• Utility installations</li> <li>• Solar Collectors</li> </ul>

**(3) General Regulations**

- (a) A Comprehensive site plan shall be required for manufactured home parks developed after 2015.
- (b) Prior to the development of a new Manufactured Home Park the applicant will submit to the Development Authority a comprehensive site plan and/or any other supporting documentation that will identify the following elements:
  - (i) Site area with lot lines of the manufactured home park and any titled lots clearly delineated.
  - (ii) Proposed layout and placement of individual housing units.
  - (iii) Internal and adjacent pedestrian or walkway connections.
  - (iv) Internal and adjacent roadways.
  - (v) Internal and perimeter landscaping.
  - (vi) Garbage areas.
  - (vii) Parking areas.
  - (viii) Recreational areas.
  - (ix) Storage areas.
- (c) A development permit and move-in permit are required anytime a new manufactured home unit is moved onto a Manufactured Home Park site. Move-in permits shall require the Manufactured home unit serial number, model number and Canadian Standard Association Certification.

- (d) A move-out permits is required when units vacate a site. A new move-in permits shall not be issued until a move-out permit has been completed for the lot.
- (e) All permits are the responsibility of the Manufactured Home Park site.

**(4) Manufactured Home Park Size**

- (a) The gross density of a residential home park is 17 manufactured homes per hectare
- (b) A residential home park shall have a minimum park area of 2 hectares but a maximum park area of 4 hectares

**(5) Setbacks**

- (a) The minimum yard requirements for manufactured homes shall be at least:
  - (i) 3.5 m from a similar manufactured home unit.
  - (ii) 6.0 m from any lot line of the manufactured home park.
  - (iii) 3.0 m from any internal access road or common parking area.

**(6) Height**

- (a) The maximum height as specified in Section 12.8(10) shall apply.

**(7) Design Regulations**

- (a) All additions shall be designed in a manner that complements the manufactured homes.
- (b) Five percent of the gross area of a manufactured home park shall be developed for recreational use either in the form of indoor community building and/or outdoor recreational space.

**(8) Additional Regulations**

- (a) Accessory uses in this designation shall be subject to the regulations as per **8.1**.
- (b) Temporary uses in this designation shall be subject to the regulations as per **8.25**.
- (c) Non-conforming uses in this designation shall be subject to the regulations in **3.3**.
- (d) Parking and loading facilities in this designation shall be provided in accordance with the regulations in **Part 10**.
- (e) Landscaping in this designation shall be provided in accordance with the regulations in **8.16**.
- (f) The construction of signs in this designation shall be in accordance with the regulations in **Part 11**.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW 917/16.

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WHEREAS Council has deemed it appropriate to re-designate certain parcels of land,  
AND WHEREAS Part 6, Section 6.1(2), of the Town of Rimbey Land Use Bylaw 917/16 states that Council may initiate an amendment to the Land Use Bylaw,  
NOW  
THEREFORE After due compliance with the relevant provisions of the Municipal Government Act RSA 2000, ch. M-26, as amended, the Council of the Town of Rimbey duly assembled enacts as follows:

**PART I - TITLE**

This Bylaw may be cited as the Amendment to the Land Use Bylaw.

**PART II - TEXT AMENDMENT**

**Section 12.7(5)(a)(ii) shall be amended to read:**

6.0 m from the rear lot line of the manufactured home park.

**Section 12.7(5)(a)(iii) shall be amended to read:**

2.4 m from any internal access road or common parking area.

**Section 12.7(5)(a)(iiii) shall be added to read:**

1.2 m from the front lot line of the manufactured home park.

**PART III - EFFECTIVE DATE**

AND FURTHER THAT this Bylaw shall take effect on the date of third and final reading.

READ a First Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
Mayor Rick Pankiw

\_\_\_\_\_  
Chief Administrative Officer Lori Hillis



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF  
ALBERTA, TO AMEND LAND USE BYLAW 917/16.

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READ a Second Time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

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Mayor Rick Pankiw

---

Chief Administrative Officer Lori Hillis

READ a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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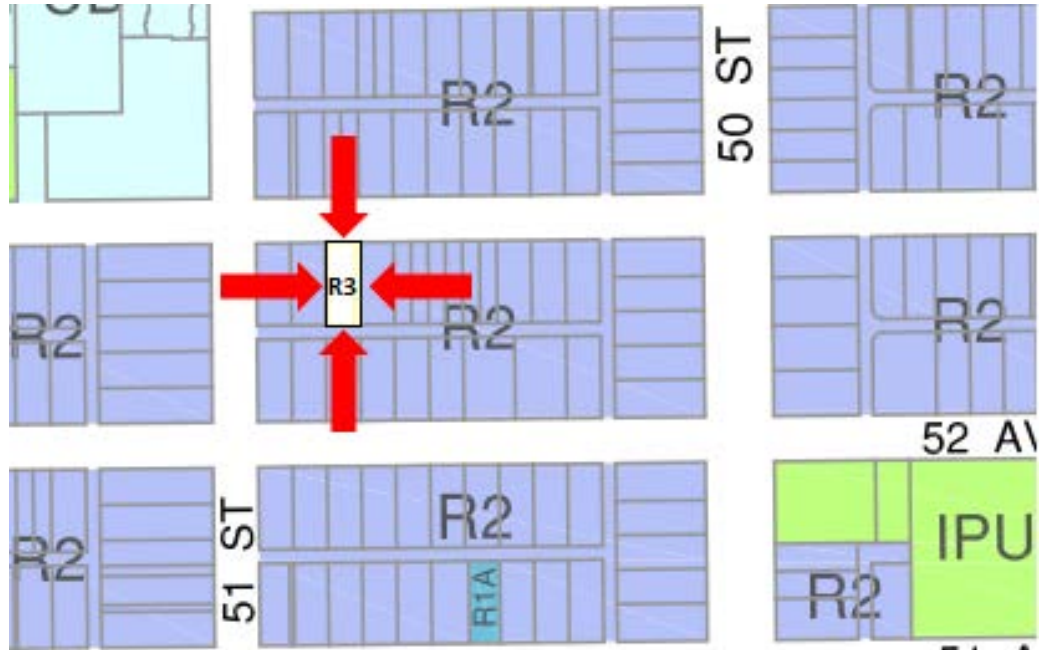
Mayor Rick Pankiw

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Chief Administrative Officer Lori Hillis



SCHEDULE A

Site Location of Land-Use Re-designation, Lots 28 and 29



<b>Council Agenda Item</b>	7.1
<b>Council Meeting Date</b>	November 28, 2016
<b>Subject</b>	Town of Rimbey 2017 Operating Budget
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>At the September 12, 2016 Regular Council Meeting, Council passed Motion 360/16 to hold Special Council Meetings for 2017 Budget deliberations on November 19, 2016 and November 26, 2016, both commencing at 9:00 am in the Council Chambers of the Town of Rimbey Administration Building.</p> <p>These budget meetings were advertised as follows in the Rimbey Review:            Council Budget Meeting – November 19, 2016 9:00 am (Nov 1-7, 2016 issue)            Council Budget Meeting – November 26, 2016 9:00 am (Nov 1-7, 2016 issue)            Council Budget Meeting – November 19, 2016 9:00 am (Nov 15-21, 2016 issue)            Council Budget Meeting – November 26, 2016 9:00 am (Nov 15-21, 2016 issue)            Council Budget Meeting – November 26, 2016 9:00 am (Nov 22-28, 2016 issue)</p> <p>Posters were also put up on the Town of Rimbey Administration Office front and back doors and at the front counter.</p> <p>There were no members of the public in attendance at the November 19, 2016 Council 2017 Budget Meeting.</p>
<b>Discussion</b>	<p>Council, at the November 19, 2016 Council Budget Meeting reviewed and discussed all items brought forth from Administration and motions were made on each item as to whether it was approved as presented or amended.</p> <p>At the November 19, 2016 Council 2017 Budget Meeting, Council also passed the following motion:</p> <p style="text-align: center;"><u><i>Motion 502/16</i></u></p> <p style="text-align: center;"><i>Moved by Mayor Pankiw to cancel the Council 2017 Budget Meeting scheduled for Saturday, November 26, 2016.</i></p> <p style="text-align: right;"><b>CARRIED</b></p> <p>As there is not sufficient time to notify the public of the cancellation via the newspaper, the information has been put on the Town of Rimbey website under Important Notices and on the front and back doors of the Town of Rimbey Administration Office and at the front counter.</p>
<b>Relevant Policy/Legislation</b>	MGA sections 242,243,244 and 248



<b>Options/Consequences</b>	Council may review and revise any of their previous decisions. Council may pass the Town of Rimbey 2017 Operating Budget as presented.
<b>Financial Implications</b>	As per the 2017 Operating Budget
<b>Attachments</b>	2017 Operating Budget
<b>Recommendation</b>	Administration recommends Council to approve the Town of Rimbey 2017 Operating Budget as presented.
<b>Prepared By:</b>	<p style="text-align: center;"> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p style="text-align: right;"><u>Nov 25/16</u> Date</p>
<b>Endorsed By:</b>	<p style="text-align: center;"> _____ Lori Hillis, CPA, CA Chief Administrative Officer</p> <p style="text-align: right;"><u>Nov 25/16</u> Date</p>

## Town of Rimbey Operating Budget - 2017





**Assumption: New debt and no increase or decrease in current assessments**

### ALL SERVICES COMBINED

Net Budget by Object	Budget 2016	Budget 2017	2017 % Change	2017 Change
<b>Revenue</b>				
User Fees and Sale of Goods	1,730,289	1,655,626	-4.32%	(74,663)
Government Transfers	1,139,004	1,118,600	-1.79%	(20,404)
Rentals	112,028	95,928	-14.37%	(16,100)
Licences and Fines	48,875	70,500	44.25%	21,625
Frontage	107,000	107,460	0.43%	460
Penalties	60,400	60,400	0.00%	0
Interest	22,000	24,000	9.09%	2,000
Franchise	410,438	454,895	10.83%	44,457
Naming rights	25,000	25,000	0.00%	0
Reserve transfers				
Total revenue	3,655,034	3,612,409	-1.17%	(42,625)
<b>Expenses</b>				
Salaries and Benefits	1,801,571	1,801,571	0.00%	0
Council Salaries and Benefits	111,042	112,903	1.68%	1,861
Contracted Services	600,114	578,850	-3.54%	(21,264)
Goods and Utilities	1,545,038	1,574,921	1.93%	29,883
Local Requisitions	430,321	442,232	2.77%	11,911
Provincial requisitions	892,187	891,783	-0.05%	(404)
Interest and debt repayments	469,884	462,425	-1.59%	(7,459)
<i>Subtotal</i>	5,850,157	5,864,685		
New debt repayments		103,140		103,140
Reserve Transfers	168,000	37,107		
	168,000	140,247		
Total expenses	6,018,157	6,004,932	-0.22%	(13,225)

<b>Total Budget Requirement</b>	<b>2,363,123</b>	<b>2,392,523</b>	1.24%	29,400
Estimated tax levies with no new assessment (New Tax Generation)	2,393,673	2,392,523		
<b>Net Budget Requirement</b>	(30,550)	0		
<b>Estimated required increase in taxes</b>		<b>0.00%</b>		


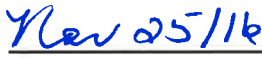


<b>Council Agenda Item</b>	7.2
<b>Council Meeting Date</b>	November 28, 2016
<b>Subject</b>	Town of Rimbey 2017 Capital Budget
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>At the September 12, 2016 Regular Council Meeting, Council passed Motion 360/16 to hold Special Council Meetings for 2017 Budget deliberations on November 19, 2016 and November 26, 2016, both commencing at 9:00 am in the Council Chambers of the Town of Rimbey Administration Building.</p> <p>These budget meetings were advertised as follows in the Rimbey Review:            Council Budget Meeting – November 19, 2016 9:00 am (Nov 1-7, 2016 issue)            Council Budget Meeting – November 26, 2016 9:00 am (Nov 1-7, 2016 issue)            Council Budget Meeting – November 19, 2016 9:00 am (Nov 15-21, 2016 issue)            Council Budget Meeting – November 26, 2016 9:00 am (Nov 15-21, 2016 issue)            Council Budget Meeting – November 26, 2016 9:00 am (Nov 22-28, 2016 issue)</p> <p>Posters were also put up on the Town of Rimbey Administration Office front and back doors and at the front counter.</p> <p>There were no members of the public in attendance at the November 19, 2016 Council 2017 Budget Meeting.</p>
<b>Discussion</b>	<p>Council, at the November 19, 2016 Council Budget Meeting reviewed and discussed all items brought forth from Administration and motions were made on each item as to whether it was approved as presented or amended.</p> <p>At the November 19, 2016 Council 2017 Budget Meeting, Council also passed the following motion:</p> <p style="text-align: center;"><u><i>Motion 502/16</i></u></p> <p style="text-align: center;"><i>Moved by Mayor Pankiw to cancel the Council 2017 Budget Meeting scheduled for Saturday, November 26, 2016.</i></p> <p style="text-align: right;"><b>CARRIED</b></p> <p>As there is not sufficient time to notify the public of the cancellation via the newspaper, the information has been put on the Town of Rimbey website under Important Notices and on the front and back doors of the Town of Rimbey Administration Office and at the front counter.</p>
<b>Relevant Policy/Legislation</b>	MGA sections 242,243,244 and 248





<b>Options/Consequences</b>	Council may review and revise any of their previous decisions. Council may pass the Town of Rimbey 2017 Capital Budget as presented.
<b>Financial Implications</b>	As per the 2017 Capital Budget
<b>Attachments</b>	2017 Capital Budget
<b>Recommendation</b>	Administration recommends Council to approve the Town of Rimbey 2017 Capital Budget as presented.
<p><b>Prepared By:</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               _____              Lori Hillis, CPA, CA              Chief Administrative Officer         </div> <div style="text-align: center;">               _____              Date         </div> </div> <p><b>Endorsed By:</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               _____              Lori Hillis, CPA, CA              Chief Administrative Officer         </div> <div style="text-align: center;">               _____              Date         </div> </div>	

**TOWN OF RIMBEY  
2017 CAPITAL BUDGET**

<b>Project</b>	<b>Estimated Cost</b>	<b>Funding</b>	<b>Notes</b>
New Computers (Public Works)	5,000	Special Projects	Town office computers replaced in 2016; Public works 2017 (\$5,000) and Recreation 2018(\$8,000)
RCMP Building repairs: Painting, lighting, flooring, HVAC	20,000	Special Projects	Refunded in 2018
SW Stormwater Management Master Plan	49,800	MSI	Stormwater management master plan for the SW portion of town
Design & Construction of SW Storm water Pond- Phase 1	32,100	MSI	Engineering design, tendering and construction inspection for the MR near the baseball diamonds/soccer fields. Tempory measure to control runoff and improve erosion; and will be integrated into the final stormwater system
Trail from Community Centre to Drader Crescent		Lions Club	Project estimate \$221,000 to be funded by the Lion's Club
46 St Overlays from 51 Ave to 54 Ave	188,000	MSI	
45 Ave repairs from Rimwest Cres to 53 st	118,000	FGTF	
Bergum Road (Service Road) Repair	204,000	MSI	Repair service road in front of Canalta Hotel; remove and replace concrete curb and gutter, additional road base to accommodate the high volume of traffic, pavement, and gravel for the additional parking area in front of A&W. Pavement is not included for this parking area.
Water Well Drilling Program (Multi year program) 2017 1.6 m	1,600,000	Financed	Total project is \$2,242,585; 2015 - Phase 1 (\$57,700)is partially completed. 2016 - Phase 2 (\$549,550) Includes the drilling of several observation wells in the last quarter of 2016. Grant funding of \$367,447 has been received for this project. Town share for this project is \$239,803 which will come from 2016 MSI funding. 2017 projected cost is \$1.6 million. Assuming we do not received any more funding from AMWWWP grants the entire amount will be financed.
Main Valve Replacements	32,000	Water Reserves	
Concrete Crushing	50,000	Roads	
Sidewalk replacements	170,000	Roads	
Town Signs	30,000	Roads	
Used 1 Ton Truck	46,000	Roads	
Security	15,000	Recreation	
Spray Park Removal	50,000	Recreation	
Pool Features	28,000	Pool Reserves	Total pool features cost \$36,000; 28,000 from reserves and 8,000 from reserves
Pool Features	8,000	Recreation	
Recycle - Fence East Boundary	15,000	Recycle	
<b>Total Projects</b>	<b>2,660,900</b>		

<b>Council Organizational Agenda Item</b>	7.3														
<b>Council Organizational Meeting Date</b>	November 28, 2016														
<b>Subject</b>	Rimbey Business Sector Sustainability Advisory Committee														
<b>For Public Agenda</b>	Public Information														
<b>Background</b>	<p>This item was brought before the Council Organizational Meeting on October 24, 2016, where it was table to the November 14, 2016 Regular Council Meeting.</p> <p><u>Motion 404/16</u></p> <p>Moved by Councillor Webb to table the Rimbey Business Sector Sustainability Advisory Committee to the November 14, 2016 Regular Council Meeting.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>This item was brought before Council at the Regular Council Meeting held Monday, November 14, 2016 whereby the following motion was made:</p> <p><u>Motion 440/16</u></p> <p>Moved by Mayor Pankiw to table discussions regarding the Rimbey Business Sector Sustainability Advisory Committee to the November 28, 2016 Regular Council Meeting.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>The Rimbey Business Sector Sustainability Advisory Committee was established in 2015 by way of Bylaw 897/15 and its terms of reference were adopted by motion 036/15.</p> <p>The Current Committee Members are</p> <table data-bbox="479 1396 1299 1648"> <tr> <td>Chairman</td> <td>Bob Stevenson (resigned Oct 19/16)</td> </tr> <tr> <td>Committee Member</td> <td>Melvin Durand</td> </tr> <tr> <td>Committee Member</td> <td>Duane Adams</td> </tr> <tr> <td>Committee Member</td> <td>Steffon Olsen</td> </tr> <tr> <td>Committee Member</td> <td>Steven Schrader</td> </tr> <tr> <td>Committee Member</td> <td>Tony Delyster</td> </tr> <tr> <td>Committee Member</td> <td>Derrick Nordstrom</td> </tr> </table> <p>An email received Wednesday, October 19, 2016 indicates that Mr. Bob Stevenson will be stepping down as Chairman of the Committee.</p>	Chairman	Bob Stevenson (resigned Oct 19/16)	Committee Member	Melvin Durand	Committee Member	Duane Adams	Committee Member	Steffon Olsen	Committee Member	Steven Schrader	Committee Member	Tony Delyster	Committee Member	Derrick Nordstrom
Chairman	Bob Stevenson (resigned Oct 19/16)														
Committee Member	Melvin Durand														
Committee Member	Duane Adams														
Committee Member	Steffon Olsen														
Committee Member	Steven Schrader														
Committee Member	Tony Delyster														
Committee Member	Derrick Nordstrom														

<p><b>Discussion</b></p>	<p>Bylaw 897/15 states:          4. All Committee members will be appointed to the Committee on a continuous basis or until such time that:          a) The Council passes a resolution to cancel the appointment of one or more Committee members, which it may do so at any time, for any reason; or          b) The Council determines that the mandate of the Committee is complete and passes a resolution to cancel all Committee member appointments and/or enacts a bylaw to rescind this bylaw.</p>
<p><b>Relevant Policy/Legislation</b></p>	
<p><b>Options/Consequences</b></p>	<ol style="list-style-type: none"> <li>1. To accept the Committee Members as previously appointed.</li> <li>2. To make changes to the Committee appointments.</li> <li>3. To terminate the Committee and request Administration to bring forth a bylaw to rescind the bylaw.</li> </ol>
<p><b>Financial Implications</b></p>	
<p><b>Attachments</b></p>	
<p><b>Recommendation</b></p>	<p>Administration recommends Council to determine a course of action for the Rimby Business Sector Sustainability Advisory Committee.</p>
<p><b>Prepared By:</b></p> <p style="text-align: center;">               _____              Lori Hillis, CPA, CA              Chief Administrative Officer           </p> <p style="text-align: right;">               _____              Date           </p> <p><b>Endorsed By:</b></p> <p style="text-align: center;">               _____              Lori Hillis, CPA, CA              Chief Administrative Officer           </p> <p style="text-align: right;">               _____              Date           </p>	

<b>Council Agenda Item</b>	7.4
<b>Council Meeting Date</b>	November 28, 2016
<b>Subject</b>	Tagish Engineering Project Status Update to November 15, 2016
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Tagish Engineering is supplying their status report.
<b>Discussion</b>	Tagish Engineering is the Town of Rimbey's Engineering firm. As such they are required to provide status updates as well as meeting with Administration.
<b>Relevant Policy/Legislation</b>	Not applicable.
<b>Options/Consequences</b>	Not applicable.
<b>Financial Implications</b>	None at this time.
<b>Attachments</b>	Tagish Engineering Project Status Update to November 15, 2016.
<b>Recommendation</b>	To accept the Tagish Engineering Project Status Updates to November 15, 2016, as information.
<b>Prepared By:</b>	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               _____              Lori Hillis, CPA, CA              Chief Administrative Officer           </div> <div style="text-align: center;">               _____              Date           </div> </div>	
<b>Endorsed By:</b>	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               _____              Lori Hillis, CPA, CA              Chief Administrative Officer           </div> <div style="text-align: center;">               _____              Date           </div> </div>	





## **PROJECT STATUS UPDATES**

November 15, 2016

Date	Project Manager	Status Update
<b>Town of Rimbey</b>		
<b>Project: RBYM00000.16 RB00 - General Engineering 2016</b>		
December 31, 2013	Matichuk, Gerald	<b>Project Description:</b> This project is for small general requests for the Town.
October 13, 2016	Matichuk, Gerald	Tagish staff submitted 2017 Capital Budgets estimates to Town staff for consideration.
October 27, 2016	Matichuk, Gerald	No assignment this period.
November 10, 2016	Matichuk, Gerald	Director of Public works and Tagish completed a FAC inspection on the "2013 Walking Trail" project. Tagish is working with Development Department on Fortis Alberta Inc. requirements for power installation to the Rimoka Housing site.
<b>Project: RBYM00106.00 RB106 -NE Lagoon General Engineering</b>		
December 31, 2013	Matichuk, Gerald	<b>Project Description:</b> This project is related to all work involving the NE Lagoon repairs and drainage.
October 13, 2016	Matichuk, Gerald	No Change.
October 27, 2016	Matichuk, Gerald	AMEC Foster Wheeler have completed the ground water testing and provide a report on the Town's ground water wells.
November 10, 2016	Matichuk, Gerald	Tagish and Town staff are reviewing and assessing AMEC Foster Wheeler report as to the impact on the Town method to water treatment.
<b>Project: RBYM00125.00 RB125 - Main Reservoir Upgrade</b>		
October 3, 2016	Matichuk, Gerald	No assignment this period. (Oct 3 - Nov 10)
<b>Project: RBYM00126.00 RB126 - 2015 New Water Well Ph 1</b>		
December 31, 2013	Matichuk, Gerald	<b>Project Description:</b> Included in the 2015 Capital Budget, Council approved funds to retain a Hydrogeologist to assist the Town in locating a new ground water source. To complete this task the Town of Rimbey selected Omni-McCann Consulting Services. Phase 1 of the project includes reviewing all of the Town of Rimbey's water well data and Alberta Environment data to determine a probably location and water source. Phase 1 would include the drill and testing of an observation wells to determine a location for a production well. Phase 2 (2016 Capital) would include the drilling, testing and registering of a new production well.
October 13, 2016	Matichuk, Gerald	Omni-McCann provided an analysis on the wells in the neighbourhood of the Towns existing ground water wells and provided a recommendation on potential new well locations. Access Land Services are finalizing work agreements for new well drilling locations.
October 27, 2016	Matichuk, Gerald	Waiting for Access Land Services to finalize work agreement documents for new wells.
November 10, 2016	Matichuk, Gerald	Assess Land Services has working with land owners to secure permission to drill new water wells on three different sites.
<b>Project: RBYM00128.00 RB128 - 2016 Street Improvements</b>		
December 31, 2013	Matichuk, Gerald	<b>Project Description:</b> Included in the 2016 Capital Budget, Council approved funds to provide an in-term solution to extend the life of roadways and to ensure that the travelling public can continue using the streets in a safe manner, until such time the Town completes a total street reconstruction. Roads and concrete structures will be repaired as required with an asphalt overlay installed to the following roads.
		<ul style="list-style-type: none"> <li>• 50 Street asphalt overlay from 52 Ave to 56 Ave</li> <li>• 49 Street asphalt overlay from 52 Ave to 54 Ave</li> <li>• 49 Street repair and overlay from 49 Ave to 50 Ave</li> <li>• Concrete replacement at various locations</li> </ul>
October 13, 2016	Matichuk, Gerald	Progress Payment PPC#4 was submitted to the Town for payment. October 13, Town staff, J. Branco & Sons and Tagish marked out locations of trip hazards to be replaced in the down town area. Contractor is scheduled to be on site the week of October 17, weather permitting.

October 27, 2016     [Matichuk, Gerald](#)     J. Branco and Sons Concrete Services has completed the 2016 sidewalk repairs on 50 Ave between 50 St and 51 St. A construction completion inspection on the project is scheduled for October 27, 2016.

November 10, 2016     [Matichuk, Gerald](#)     Tagish has submitted a progress payment to all work associated with the 2016 Street Improvement project.

**Project: RBYM00131.00 RB131 - SW Stormwater Management Plan**

October 13, 2016     [Solberg, Lloyd](#)     (Oct 13 - Nov 10) 2017 Capital Plan was sent to the Town. SW Stormwater Management Plan was one of the recommended projects. Project is on hold until/if the Town decides to go ahead with the project.

<b>Council Agenda Item</b>	7.5
<b>Council Meeting Date</b>	November 28, 2016
<b>Subject</b>	Ponoka County – ACP Grant, Water Tenders for Regional Fire Services
<b>For Public Agenda</b>	Public Information
<b>Background</b>	<p>The Town of Rimbey entered into the West County Fire Services Agreement with Ponoka County on May 1, 2015.</p> <p>As per the agreement the Town receives fire services for a term of 15 years at no charge.</p>
<b>Discussion</b>	<p>Ponoka County is requesting a resolution from Council to support an application for the Alberta Community Partnership grant for the purchase of two (2) new Water Tenders for the Ponoka County Regional Fire Services. One Tender will be used by the West County Fire Services and the other will be used by the East County Fire Services.</p> <p>Ponoka County Council unanimously passed the following resolution at their November 22, 2016 meeting.</p> <p>“Moved by Councillor Hartford that Ponoka County apply for an Alberta Community Partnership grant for new water tenders for the Ponoka County Regional Fire Services, in collaboration with the Town of Rimbey and the Summer Village of Parkland Beach.”</p>
<b>Relevant Policy/Legislation</b>	
<b>Options/Consequences</b>	
<b>Financial Implications</b>	
<b>Attachments</b>	Letter from Ponoka County.
<b>Recommendation</b>	Administration recommends Council to pass a motion for the Town of Rimbey to collaborate with Ponoka County on an ACP Grant for the Water Tenders for Regional Fire Services.
<b>Prepared By:</b>	<p><u><i>Lori Hillis</i></u> <u><i>Nov 25/16</i></u>  Lori Hillis, CPA, CA Date  Chief Administrative Officer</p>
<b>Endorsed By:</b>	<p><u><i>Lori Hillis</i></u> <u><i>Nov 25/16</i></u>  Lori Hillis, CPA, CA Date  Chief Administrative Officer</p>



# Ponoka County

**E-MAILED**

OUR FILE:  
YOUR FILE:

VIA EMAIL ONLY

November 25, 2016

LORI HILLIS, C.A.O.  
Town of Rimbey  
Box 350  
RIMBEY, Alberta  
T0C 2J0

BETTY JURYKOSKI, C.A.O.  
Summer Village of Parkland Beach  
Box 130  
RIMBEY, Alberta  
T0C 2J0

Ladies:

RE: ACP Grant – Water Tenders for Regional Fire Service

Please be advised that Ponoka County passed the following resolution at its November 22, 2016 meeting:

*“Moved by Councillor Hartford that Ponoka County apply for an Alberta Community Partnership grant for new water tenders for the Ponoka County Regional Fire Services, in collaboration with the Town of Rimbey and the Summer Village of Parkland Beach.”*

The resolution passed unanimously.

Please advise if your municipality will collaborate with Ponoka County in this venture.

If you have any questions or concerns, kindly contact the undersigned.

Yours truly,

Charlie B. Cutforth  
Chief Administrative Officer

/dr

cc: D. Janes, Regional Fire Chief

<b>Council Agenda Item</b>	8.1
<b>Council Meeting Date</b>	November 28, 2016
<b>Subject</b>	Department Reports
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Department managers supply a report to Council, bi-monthly advising Council of the work progress for the time period.
<b>Discussion</b>	
<b>Relevant Policy/Legislation</b>	Not applicable.
<b>Options/Consequences</b>	<ol style="list-style-type: none"> <li>1. Accept the department reports as information.</li> <li>2. Discuss items in question with department managers.</li> </ol>
<b>Desired Outcome(s)</b>	To keep Council and the community informed of actions taken by the various Town of Rimbey Departments.
<b>Financial Implications</b>	Not applicable.
<b>Follow Up</b>	Advise department managers of an requirements made by Council.
<b>Attachments</b>	<ol style="list-style-type: none"> <li>8.1.1 Chief Administrative Officer Report</li> <li>8.1.2 Director of Finance Report</li> <li>8.1.3 Director of Public Works</li> <li>8.1.4 Director of Community Services Report</li> <li>8.1.5 Development Officer Report</li> </ol>
<b>Recommendation</b>	Motion by Council to accept the department reports as information.

**Prepared By:**



Lori Hillis, CPA, CA  
Chief Administrative Officer



Date

**Endorsed By:**



Lori Hillis, CPA, CA  
Chief Administrative Officer



Date

## September/October

**Highlights**

- 
- Ongoing correspondence with legal representatives regarding the two lawsuits
- We are presently working on the FOIP request along with legal counsel. We have asked for an extension from the Office of the Privacy Commissioner.
- We received confirmation the cemetery damages will be covered by insurance.
- Continuing to work on policies and bylaws to bring to Council in the next few months.
- Meetings with Taggish regarding the 2017 capital budget and trail system.
- Attended a webinar regarding the distribution of funds from Alaire Reciprocal Wind up. Insurance. We stand to receive approximately \$25,000.
- Discussions with Donna Tona regarding the Canada 150 Grant application
- Meeting with Stan Orlesky regarding the electricity billing at Project 84 for the Lions Club
- Preliminary budget meetings with Directors.
- Cemetery Board Meeting.
- Regional Emergency Management Plan Agency Meeting.
- New CAO visit from Municipal Affairs.
- AUMA Convention
- Attended an introductory FOIP workshop and an in-depth 2 day FOIP course in Innisfail.

Lori Hillis  
Chief Administrative Officer

## Highlights

- Ongoing switchover to Servus – contacting clients and businesses to change over our banking information.
- Corresponding with Servus re: getting our Servus Master Cards set up – they are wanting information regarding Articles of Incorporation or a Patent Letter which we do not seem to have – spoke with Tonya from Servus and they sent our file to CUETS for review.
- Switching over our taxes and utility files to Servus – almost complete.
- Preliminary budget meetings with Public Works and Recreation.
- Attended an Alberta Property Tax seminar in Red Deer.
- Attended a Year-End training session for LAPP in Red Deer.
- Filing information re: Grants for the 2016 year with MSIO and FTGF

**Wanda Stoddart  
Chief Financial Officer  
Town of Rimbey**



**TOWN OF RIMBEY**  
**VARIANCE REPORT**  
**FOR THE TEN MONTH PERIOD ENDING OCTOBER 31, 2016**

OPERATING	2016 Revenues				2016 Expenses			
	Budget	Year to Date	% Revenue to Date	Variance	Budget	Year to Date	% Expenses to Date	Variance
	General Municipal Revenues	3,905,456	3,834,693	98%	70,763	892,187	677,318	76%
Council (11)					177,804	145,439	82%	32,365
Administration (12)	21,935	22,470	102%	(535)	576,384	440,215	76%	136,169
General Administration (13)					116,480	69,770	60%	46,710
Police (21)	64,243	30,398	47%	33,845	49,135	61,502	125%	(12,367)
Disaster Services (24)				0	3,050	96	97%	2,954
Intern	20,000		0%	20,000	43,023	43,663	101%	(640)
Bylaw Enforcement (26)	146,500	40,028	27%	106,472	228,508	128,879	56%	99,629
Public Works (32)	4,000	8,280	207%	(4,280)	789,256	498,805	63%	290,451
Airport (33)	7,790	720	9%	7,070	15,330	6,779	44%	8,551
Storm sewer (37)					9,800	7,510	77%	2,290
Water (41)	569,644	444,761	78%	124,883	347,125	242,861	70%	104,264
Sewer (42)	332,250	259,142	78%	73,108	289,466	196,890	68%	92,576
Garbage (43)	202,875	169,766	84%	33,109	121,425	74,441	61%	46,984
Recycle (43-01)	41,100	30,109	73%	10,991	92,200	62,303	68%	29,897
Compost	1,150	1,655	144%	(505)	26,463	5,574	21%	20,889
Community Services (FCSS)	190,424	190,424	100%	0	238,424	194,230	81%	44,194
Cemetery (56)	14,900	11,985	80%	2,915	36,327	26,826	74%	9,501
Development (61)	25,700	52,774	205%	(27,074)	98,545	120,979	123%	(22,434)
Econ. Development (61-01) 61-08	22,610	18,770	83%	3,840	34,541	33,682	98%	859
Recreation Office (72)	14,400	19,995	139%	(5,595)	64,588	46,631	72%	17,957
Pool (72-04)	101,850	97,501	96%	4,349	278,436	186,305	67%	92,131
Parks (72-05)	10,000	10,035	100%	(35)	119,466	59,602	50%	59,864
Fitness Center (72-06)	37,200	30,080	81%	7,120	48,824	16,509	34%	32,315
Arena (72-09)	150,780	139,060	92%	11,720	232,807	202,854	87%	29,953
Recreation Programs (72-11)	25,000	23,242	93%	1,758	72,510	35,028	48%	37,482
Community Centre (74)	127,400	128,283	101%	(883)	284,265	183,560	65%	100,705
Library (74-06)	10,850	0	0%	10,850	131,959	126,391	96%	5,568
Scout Hall (74-08)					5,000	1,752	35%	3,248
Curling Club (74-09)	650	0	0%	650	21,700	12,364	57%	9,336
Museum (74-12)					66,300	59,261	89%	7,039
<b>Total Revenues</b>	<b>6,048,707</b>	<b>5,564,170</b>		<b>484,537</b>	<b>5,511,328</b>	<b>3,968,019</b>		<b>1,543,309</b>
<b>Debenture &amp; Loan Principal Payments</b>					<b>338,831</b>	<b>200,854</b>		<b>137,977</b>
<b>Total operating and debt repayment</b>	<b>6,048,707</b>	<b>5,564,170</b>		<b>484,537</b>	<b>5,850,159</b>	<b>4,168,873</b>		<b>1,681,286</b>

**TOWN OF RIMBEY**

**VARIANCE REPORT**

**FOR THE TEN MONTH PERIOD ENDING OCTOBER 31, 2016**

<b>CAPITAL</b>	<b>Grants and reserves</b>	<b>Operating surplus</b>			<b>Year to Date</b>	<b>Variance</b>
New Computers	10,000				12,119	(2,119)
Phone System Upgrade	31,000				17,048	13,952
RCMP Building repairs: Painting, lighting, flooring, HVAC	30,000				19,683	10,317
NE Lagoon Repairs		28,381			28,381	
2016 Street Improvements	685,700				582,914	102,786
Watt's septic tie in to Town system	25,000					25,000
New Tandem	70,000				58,306	11,694
2 Way Radios (6)	7,000					7,000
Headache racks, lighting and re-decating on all Town vehicles	13,000				6,115	6,885
New mower & sidewalk snow clearing tractor	119,000				96,016	22,984
PW Shop upgrades	16,000				6,692	9,308
Waste Water Composite Samplers	53,000				27,379	25,621
New Water Well Study & Construction Phase 1 (Phase 2 in 2017 - \$1.6)	607,250				23,245	584,005
Main Water Reservoir/Pump House Upgrades	75,000				49,520	25,480
Fencing around Recycle Bins	8,000					8,000
Clay, Gravel & Cement Blocks for Marshall area	9,000				4,550	4,450
Land Use Bylaw	50,000				35,383	14,617
46 Ave Park - 2014 carryover	50,000				50,000	0
Floor Scrubber (Arena)	7,000				7,100	(100)
Major Zamboni maintenance	15,000				13,214	1,786
E-ceiling repairs (Arena)	8,000				9,568	(1,568)
Swipe Key Security System (carry fwd 2015)	15,000				12,993	2,007
Community Center main auditorium lights	33,000				36,077	(3,077)
Community Center new roof	385,000				295,470	89,530
2 HVAC Units	65,000				10,934	54,066
Pool - Slide pump (new pump relocated to on deck)	10,000					10,000
Pool - Hot tub replacement motor	5,000					5,000
Pool - Family change room floors	5,000					5,000
Server replacement		12,361			12,361	0
SJC Development		18,554			18,554	0
Impound yard		2,660			2,660	0
Proposed 2017 Trail Link		1,166			1,166	0
Concrete Crushing		50,000			50,000	0
SW Stormwater Management Plan		2,513			2,513	0
2008 Ford F150 - w/o accident		(8,106)			(8,106)	0
Auction proceeds - lawn mowers (2) and deck trailer		(9,411)			(9,411)	0
	2,406,950	98,118			1,472,444	1,032,624
<b>Total operating and capital</b>	<b>8,455,657</b>	<b>5,662,288</b>	<b>484,537</b>	<b>5,850,159</b>	<b>5,641,317</b>	<b>2,713,910</b>

## Highlights

**ROADS** – Road crews were busy filling potholes, grading, street sweeping and line painting. Our pavement overlay project wrapped up in September, 2016. Several lane ways had new gravel hauled to them and leveled. Snow equipment was prepared for snow season.

**WATER** – Routine water samples, testing and maintenance is ongoing. Hydrant flushing was completed for the Fall.

**WASTEWATER** – Routine sampling, testing and maintenance in ongoing. Bio assay tests were done in preparation for discharge. Beavers have been busy in our drainage ditch and have required additional attention.

**CEMETERY** – The Mount Auburn Cemetery fence was replaced. Routine mowing and weed whipping was ongoing. Public Works met with the Cemetery Board to discuss future projects in the Cemetery. Public Works assisted several families with their needs.

**COMPOST** – Compost collection was completed for the season. The Compost Pit was relined with crushed concrete to help firm the base of the Pit up.

**RECYCLE** – Final mowing and weed whipping was done. More gravel was spread on the road to help maintain it. We thank Ponoka County for the assistance in operating this facility.

**PARKS** – Routine mowing and weed whipping were ongoing. Playground equipment was inspected for damages.

**R.C.M.P. STATION** – We have responded to several maintenance issues at the building.

**OTHER** – Public Works has been busy preparing the 2017 Operating and Capital Budget. Assistance was given to a couple of residents with concerns about trees, roads and sidewalk issues.

R. Schmidt  
Director of Public Works

## Highlights:

### Peter Lougheed Community Centre

- 2 new HVAC units installed and operational.
- Facility busy with many Christmas parties and functions
- Main Auditorium floors to be refinished between Christmas and New Years

### Community Fitness Centre

- Rubber matting put down in court area – waiting for mirror installation and then moving weight equipment onto matting. Carpet area to have rubber matting as well
- Daily cleaning and maintenance of the area
- Quarterly maintenance performed by Fitness Mechanics

### Rimbey Aquatic Centre

- Monitoring pool - temperature
- Security system installed
- Spray park decisions – researching options for 2017 budget
- Purchase items for 2017 season – benches, pool toys, replacement pumps

### Arena

- Arena Operator #3 helping over the weekend to keep the facility clean and operating smoothly
- Minor Hockey and Pond Hockey Tournaments ongoing
- Netting replaced at the South end of the arena over Zamboni gate
- High School PE classes trying out Sledge Hockey

### Programs

- Preschool Dance Mondays and Thursdays
- Zumba – cancelled
- Drop In Sports – Pickleball, basketball, badminton
- Sr. and Tot skate – Thursdays 2-3 pm
- Babysitting Course – Friday, January 27, 2017
- Researching new Fitness programs for 2017

### Events

- Santa Night on Friday, Nov. 25
- Canada Day Grant completed
- New Year's Eve (Saturday, Dec. 31) public skating – 1-9 pm at the Arena

Cindy Bowie  
Director of Community Services






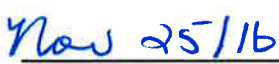
**Highlights**

In addition to day-to-day activities, the Planning & Development Department has also been working on the following items:

- **Rimoka.** Administration has been continuously working with Rimoka on various aspects of the seniors lodge development.
- **Development Permits.** Administration has been processing development permits and answering resident questions regarding potential development permits on an on-going basis.
- **Certificate of Compliance.** Administration has been processing certificates of compliance and accompanying paperwork as requested.
- **Land.** Administration has been working with legal on confidential items pertaining to land and development.
- **County Notification Policy.** Project cancelled.
- **FOIP Request.** Completed electronic and hard-copy file search for FOIP request.
- **Area Structure Plan Policy.** Administration is working to develop policy regarding future Area Structure Plan applications. The policy should discuss requirements, fees, standard processing times, etc. Once the policy is drafted it will be presented to council for approval.
- **Subdivision Policy.** Administration will be preparing a subdivision processing policy for future subdivision applications. The policy should discuss requirements, fees, standard processing times, etc. Once the policy is drafted it will be presented to council for approval.

<b>2016 Development Statistics as of November 21, 2016</b>		
	<b>Applied 2016</b>	<b>Issued 2016</b>
<b>Development Permit Applications</b>	18	18
<b>Subdivision Applications</b>	0	0
<b>Certificate of Compliance Requests</b>	11	10
<b>Building Permit Applications</b>	16	16

Liz Armitage  
 Contract Planning & Development Officer  
 Vicinia Planning & Engagement Inc.

<b>Council Agenda Item</b>	8.2
<b>Council Meeting Date</b>	November 28, 2016
<b>Subject</b>	Boards/Committee Reports
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Various community groups supply minutes of their board meetings to Council for their information.
<b>Discussion</b>	
<b>Relevant Policy/Legislation</b>	Not applicable
<b>Options/Consequences</b>	Accept the various community groups' board meeting minutes submitted to Council as information. Discuss items in question from the submitting community boards with Council members who sit as a member on the Board.
<b>Financial Implications</b>	Not applicable
<b>Attachments</b>	8.2.1 Beatty Heritage House Society Minutes of September 1, 2016 8.2.2 Rimbey Historical Society Minutes of October 19, 2016 8.2.3 Rimoka Housing Foundation Board Meeting Minutes Oct 26, 2016
<b>Recommendation</b>	Motion by Council to accept the Beatty Heritage House Society Minutes of September 1, 2016, the Rimbey Historical Society Minutes of October 19, 2016 and the Rimoka Housing Foundation Board Meeting Minutes of October 26, 2016, as information.
<b>Prepared By:</b>	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               _____              Lori Hillis, CPA, CA              Chief Administrative Officer           </div> <div style="text-align: center;">               _____              Date           </div> </div>	
<b>Endorsed By:</b>	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               _____              Lori Hillis, CPA, CA              Chief Administrative Officer           </div> <div style="text-align: center;">               _____              Date           </div> </div>	

Meeting was called to order at 7:35 PM by Chairperson, Teri Ormberg.

In attendance: Teri Ormberg Jackie Anderson

Florence Stemo

Annette Boorman

Bronwen Jones.

Judy Larmour

Joanne Millar (Active Member)

Murray Ormberg

Fred Schutz

Annelise Wettstein

MINUTES of previous meeting (August 2, 2016) read by Florence. Adopted as read by Murray. Seconded by Joanne. Carried.

CORRESPONDENCE: Invitation to the Annual Volunteer Fair from the Rimbey Volunteer Centre. Decision made by consensus not to attend.

TREASURER'S REPORT: Jackie reported a Balance of \$24,585.98 and moved the adoption of her report. Seconded by Annelise. Carried.

#### OLD BUSINESS:

ALBERTA CULTURE DAYS - "Our Small Town" - exhibition in words and photos at the Beatty House on Oct.1. Open 1:00-5:00pm. Free admission.

"Me and the Mrs."- concert to be held at the United Church on Oct.1 at 7:30pm. Free admission.

The BHH Society is very pleased to have been chosen to receive one of the \$1000. Pop-up grants given by the Alberta Government for Culture Days events. A comprehensive report re our events must be submitted after Oct.1.

Posters and postcards announcing and explaining our events have been designed by Bronwen.

VISITOR INFO AT BH: Discussion as to value of having two info centres in Rimbey. In view of the cost to the Town, the low number of visitors, and the time commitment required of the BHH Society members, we decided to ask the Town for a meeting to discuss next season.

CO-OP BARBECUE: Teri, Jackie, and Joanne made up the BHH crew. They reported a good day. Profit to be announced later.

HOME ROUTES CONCERTS 2016-2017: First concert - Oct.18.  
Billeting by BHH Society members planned for this year's visiting musicians.

ZIMBABWEAN ENTERTAINER: Sponsored by the Rimbey Library.  
Very much enjoyed.

#### NEW BUSINESS:

FALL CLEANUP: A date will be set to clean the flowerbeds windows, etc.

INDOOR CLEANUP: A committee will decide what to do with saved items in upstairs cupboard.

MEMBERSHIP: Bev Ewanchuk has shown interest in becoming a member.

BENCHES: Broken bench is to be donated to the Rimbey Fish and Game Society, to be repaired and placed in a spot near the hiking trail at Open Creek Dam. Willow bench is unsafe and is to be removed from the BH grounds.

CHRISTMAS SEASON: We are open to suggestions as to an event we might hold at the BH. Suggestions so far: A carol festival around the Peace Tree  
A social pm or evening

NEXT MEETING: October 3, 2016

ADJOURNMENT: By Annette at 10:00 pm.

adopted as read November 7, 2016

Flouence Sterns



**Rimbey Historical Society**  
*Meeting Minutes Wednesday October 19, 2016*  
*Held at the Smithsonian International Truck Museum*

**Present:** Larry Varty, Eric Hornsey, Jack Webb, Reuben Giebelhaus, Cheryl Jones, Jim Schneider, Linda Girodat, Allan Tarleton, Janet Carlson, Janet Burghardt, Pauline Hansen

**Call To Order:** Larry called the meeting to order at 7:00pm

**Agenda:** Jack moved, Jim seconded to approve agenda. CARRIED

**Minutes:** Janet C moved, Linda seconded to accept the minutes of Wednesday September 21, 2016 as presented. CARRIED

**Business Arising from the Minutes:**

Review of Farmers Market Contract, this was thoroughly discussed with several questions being raised and to the satisfaction of the board the contract was changed where necessary.

**President's Report:**

None

**Treasurer's Report:**

Janet C moved, Janet B seconded, treasurer's report be accepted as presented.

CARRIED

**Administrator/Curators Report:**

Cheryl

Reported that we had finished application for Recognized Museum Renewal and now wait to hear back.

Cheryl will be attending another Canada 150 Event meeting at FCSS.

The Quilt Raffle was drawn and the check of \$1,000.00 was presented to the Rimbey Historical Society with a specific request that it be put towards the renovation or expansion of the International Truck Museum.

The Legion Open house for their 90 year anniversary went very well and the artifacts taken over showed people some of what the Museum has on exhibit.

Reuben finished a beautiful Quilt Display Cabinet that the Barberree family had requested and is large enough to display other quilts as well. This Cabinet will be put in the Historical Museum Building.

**Artifacts:**

Eric moved and Jim seconded that we accept the artifacts presented which were:

Personal travel kit, service goggles, later, oak spark coil box and handmade twin rug.

## **Rimbey Historical Society**

### **Town Representative Report:**

### **Committee Reports:**

**Grants:** Nothing at this time

**Gaming Casino:** Nothing at this time

### **Restoration& Trucks:**

International Scout completed and is now parked in International Truck Museum.

### **Buildings& Yard:**

Museum buildings have been closed for the winter with exception of International Truck Museum.

Water turned off at playground, bathrooms at pavilion closed, pond being emptied, rose bushes trimmed, and Canada 150 tulip bulbs to be planted.

### **Events and Fundraising:**

Santa Night November 25th

Christmas Market (Rimbey Farmers Market)

Saturday November 12, 2016

Saturday December 03, 2016

### **Volunteer& Recruitment:**

### **Strategic Planning:**

Allan moved and Jim seconded that the rest of the Board Policies presented at the September Board Meeting be now accepted. CARRIED

Those Policies were as follows:

3. Collections Management Policies - all
4. Programs and Service Policies - all
5. Operational Policies - all except 5.2.1 as this policy had been approved and accepted at the September Board meeting.

President Larry Varty requested that this committee review the Operational Policies in comparison with the By-Laws to see that the responsibilities of the Board Members are not being passed onto the Management.

### **New Business:**

Representatives from the Beatty House to attend our meeting, Linda will arrange.

### **Next Meeting:**

Wednesday November 16th 7:30pm at the Smithson International Truck Museum.

**Adjournment:** Jack moved adjournment 8:24pm



BOARD MEETING  
Wednesday, October 26, 2016  
9:00 am  
Parkland Manor, Rimbey

PRESENT: P. McLauchlin, Board Chair M. Jaycox B. Liddle D. MacPherson  
R. Pankiw C. Prediger P. Hall, CAO W. Sheppard, Recorder

ABSENT: L. Gulka

GUESTS: ASCHA Representatives (Irene Martin & Geoff Olson)

CALL TO ORDER

P. Hall, CAO called the meeting to order at 9:10 a.m.

ORGANIZATIONAL MEETING

The CAO called for nominations for the position of Board Chair.

MOVED by D. MacPherson that P. McLauchlin be nominated as Board Chair (RHF 16-10-01)

MOVED by R. Pankiw that nominations cease. (RHF 16-10-02)

Carried

P. McLauchlin was declared Board Chair.

The Board Chair called for nominations for the position of Board Vice-Chair.

MOVED by M. Jaycox that R. Pankiw be nominated as Board Vice-Chair (RHF 16-10-03)

MOVED by B. Liddle that nominations cease. (RHF 16-10-04)

Carried

R. Pankiw was declared Board Vice-Chair.

ADOPTION OF AGENDA

MOVED by R. Pankiw that the Board meeting agenda be adopted. (RHF 16-10-05)

Carried

APPROVAL OF MINUTES

MOVED by email September 24, 2016 the Board accepted the minutes of the September 14, 2016 Board meeting. (RHF 16-10-06)

Carried

P. Hall updated the status of the Action Log Items.

P. McLauchlin requested the addition of "Business Arising" to future agendas for the Action Log Items.

## FINANCIAL REPORTS

P. Hall provided an overview of the financial reports for the eight months ending August 31, 2016,

- MOVED by M. Jaycox that the Board accept the Statement of Financial Position for the eight months ending August 31, 2016 as information. (RHF 16-10-07) *Carried*
- MOVED by C. Prediger that the Board accept the Lodges and Legacy Place Financial Statements for the eight months ending August 31, 2016 as information. (RHF 16-10-08) *Carried*
- MOVED by R. Pankiw to accept the Cash in Bank report as presented. (RHF 16-10-09) *Carried*
- MOVED by B. Liddle to accept the cheque registers as presented. (RHF 16-10-10) *Carried*

## CAO REPORT

Shallow services for the new Rimbey Lodge continue to move forward with the transfer of rights to the Town of Rimbey complete and the Fortis contract being transferred to Rimoka Housing Foundation.

The annual Accommodation Licensing Standards review has been completed for both lodges. There were only a few items of non-compliance which have been addressed and removed except for one item regarding water temperatures at Parkland Manor is outstanding but will be removed shortly.

The fire plan (Code Red) for Golden Leisure Lodge shall be updated following discussions and recommendations from J. Wilkinson, Ponoka Fire Chief.

- MOVED by C. Prediger that the Board move In-Camera at 10:00 am (RHF 16-10-11) *Carried*
- MOVED by C. Prediger that the Board move Out-of-Camera at 10:05 am (RHF 16-10-12) *Carried*
- MOVED by C. Prediger that the Board accept the CAO report as information. (RHF 16-10-13) *Carried*

ASCHA joined the meeting at 10:10 am.

I. Martin provided ASCHA history and progress over the past 50 years and at present there are 80 regular members from both the private and non-profit housing sectors. The ASCHA Board consists of 12 equal members through a transition to a new governance model.

ASCHA's strength is "bringing everyone to the table and creating a united voice" to address issues in our industry. All decisions are based on two key factors; the effect on operations and the impact on residents.

The Board discussed their concerns with the new Carbon Tax Levy and ASCHA is already advocating to Government on the effects the Carbon Tax Levy will have on its members.

I. Martin outlined the education module of ASCHA's website which is a learning management systems for frontline employees that began in February 2016 with 18 tutorials to date but is always evolving.

Membership fees for Rimoka Housing Foundation to join ASCHA would be just under \$5,000 as of January 1, 2017.

#### STANDING AGENDA ITEMS

##### **SENIORS SELF CONTAINED**

P. Hall advised a meeting with Government is tentatively scheduled for November 7<sup>th</sup>, 2016 at 10 am with all Board Members invited to attend.

#### RIMBEY PROJECT

##### **UPDATE FROM BUILDING COMMITTEE**

R. Pankiw provided an update on the new Rimbey lodge and that the building committee would be requesting a timeline at the next meeting.

R. Pankiw and P. Hall will draft a press release to update the community and residents on the project.

#### NEW BUSINESS & CORRESPONDENCE

##### **POLICY UPDATES**

P. Hall will email the policy updates to Board Members for further review.

##### **SPRINKLER RFP**

P. Hall advised three (3) RFP's have been received for the sprinkler installation at Golden Leisure Lodge, unfortunately one was not within the parameters of the RFP.

P. Hall, B. Raugust and W. Sheppard will review the two RFP's and interview the applicants before providing a recommendation to the Board.

##### **GOLDEN LEISURE LODGE GRADE ISSUES**

Quotes to repair the grade issues at Golden Leisure Lodge were received and Thompson Ditching was approved to complete the project. Unfortunately, the weather has not cooperated and they have only been able to complete a small section of the work but hope to complete another wing this fall and the remainder will be completed next year.

##### **2017 - 2021 BUSINESS PLAN**

The 2017-2021 Business Plan was presented to the Board. Updates will be made to the 2017 Budget once we have the occupancy date for the new Rimbey lodge and rent rates reviewed for the larger suites.

**MOVED** by B. Liddle the Board accept the 2017 -2021 Business Plan as presented. (RHF 16-10-14)

*Carried*

#### DATE AND LOCATION OF NEXT MEETING

The next regularly scheduled Board meeting will be held on November 23, 2016 at Legacy Place in Ponoka at 9 am.

#### ADJOURNMENT

MOVED by B. Liddle that the meeting adjourn at 11:54 a.m. (RHF 16-10-15)

Carried



Paul McLauchlin, Board Chair

Nov 23 / 2016

Date Signed



Peter Hall, CAO

Nov 23 / 2016

Date Signed

## Action Log



### Rimoka Housing Foundation - September 14, 2016 Board Meeting

ACTION	PERSON RESPONSIBLE	TARGET DATE (If applicable)	COMPLETED	IN PROGRESS
Inventory of Parkland Manor's furnishings, linens, and kitchen supplies	P. Hall			✓
Contact insurance company regarding water/grading issue at Golden Leisure and Legacy Place	P. Hall		✓	
Invite ASCHA to meet with Board	P. Hall		✓	

# Action Log

## Rimoka Housing Foundation – October 26, 2016 Board Meeting

ACTION	PERSON RESPONSIBLE	TARGET DATE <i>(if applicable)</i>	COMPLETED	IN PROGRESS
Update fire plan (Code Red) for Golden Leisure Lodge	P. Hall & B. Raugust			
Evaluate and interview sprinkler installation RFP's	P. Hall, B. Raugust & W. Sheppard			
Press release to update community and residents on new Rimbey lodge	P. Hall & R. Pankiw			

<b>Council Agenda Item</b>	8.3 Council Reports
<b>Council Meeting Date</b>	November 28, 2016
<b>Subject</b>	Council Reports
<b>For Public Agenda</b>	Public Information
<b>Background</b>	The Mayor and Councillors provide a monthly report to advise of their activities of the previous month.
<b>Discussion</b>	
<b>Relevant Policy/Legislation</b>	Not Applicable.
<b>Options/Consequences</b>	1. Accept the reports of Council as information. 2. Discuss items in question arising from the reports.
<b>Financial Implications</b>	Not Applicable.
<b>Attachments</b>	8.3.1 Mayor Pankiw's Report 8.3.2 Councillor Godlonton's Report 8.3.3 Councillor Jaycox's Report 8.3.4 Councillor Payson's Report 8.3.5 Councillor Webb's Report
<b>Recommendation</b>	Motion by Council to accept the reports of Council, as information.
<b>Prepared By:</b>	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               _____              Lori Hillis, CPA, CA              Chief Administrative Officer           </div> <div style="text-align: center;"> <u>Nov 25/16</u>              Date           </div> </div>
<b>Endorsed By:</b>	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               _____              Lori Hillis, CPA, CA              Chief Administrative Officer           </div> <div style="text-align: center;"> <u>Nov 25/16</u>              Date           </div> </div>



## Highlights

- Oct 26/16 Rimoka Housing Foundation Meeting
- Oct 27/16 Rimoka Housing Foundation Building Committee Meeting
- Nov 4/16 Meeting In Edmonton with Alberta Seniors Housing
- Nov 10/16 Rimoka Housing Foundation Building Committee Meeting
- Nov 10/16 Parkland Regional Library Meeting in Lacombe
- Nov 11/16 Remembrance Day Ceremonies
- Nov 14/16 Meeting with CAO regarding Budget
- Nov 14/16 Regular Council Meeting
- Nov 14-17/16 AAMD&C Conference in Edmonton
- Nov 17/16 Meeting with Minister Mason regarding streetlights
- Nov 18/16 Round table meeting in Red Deer with MP Calkins
- Nov 19/16 Council 2017 Budget Meeting
- Nov 21/16 Meeting with Director of Finance
- Nov 22/16 Mayoral Tea in Sylvan Lake
- Nov 23/16 Rimoka Housing Foundation Meeting in Ponoka
- Nov 24/16 Rimoka Housing Foundation Building Committee Meeting
- Nov 28/16 Regular Council Meeting

Cheque runs  
Commissioner of Oaths

Rick Wm. Pankiw  
Mayor

## Highlights

- Sept 28/16 Cemetery Board Meeting
- Sept 28/16 Rimbey Christen School Delegation
- Oct 1/16 Legion 90<sup>th</sup> Anniversary BBQ
- Oct 4-7/16 AUMA Convention in Edmonton
- Oct 5/16 Meeting with Seniors Housing Minister Lori Sigurdson at Legislature Building
- Oct 19/16 FCSS Recognition Luncheon
- Oct 24/16 Regular Council Meeting
- Nov 11/16 Lay wreath at the Remembrance Day Ceremonies at Community Centre
- Nov 14/16 Regular Council Meeting
- Nov 14-17/16 AAMD&C Convention in Edmonton
- Nov 17/16 Meeting with Infrastructure Minister Brian Mason regarding streetlights
- Nov 18/16 Interagency Meeting
- Nov 19/16 Council 2017 Budget Meeting
- Nov 25/16 Rimbey and Area Wellness Association Meeting
- Nov 28/16 Regular Council Meeting

Brian Godlonton  
Councillor



**Highlights**

- Oct 24/16 Regular Council Meeting
- Nov 7/16 Beatty House Meeting
- Nov 11/16 Remembrance Day Services
- Nov 19/16 Council 2017 Budget Meeting
- Nov 23/16 Rimoka Board Meeting
- Nov 28/16 Regular Council Meeting

Various conversations with citizens and Commissioner of Oaths signings.

**Mathew Jaycox**  
Councillor

**Highlights**

- Sept 12/16 Neighbourhood Place Board Meeting
- Sept 18/16 Volunteer Library Ball Tournament
- Sept 19/16 BYAS Board Meeting
- Sept 26/16 Regular Council Meeting
- Sept 30/16 Special Council Meeting
- Sept 30/16 Volunteer Fair
- Oct 4-7/16 AUMA in Edmonton
- Oct 15/16 Arena Dedication
- Oct 17/16 Neighbourhood Place Board Meeting
- Oct 17/16 Library Board Meeting
- Oct 24/16 BYAS Board Meeting
- Oct 24/16 Council Organizational Meeting
- Oct 24/16 Regular Council Meeting
- Nov 7/16 Library Board Meeting
- Nov 7/16 Neighbourhood Place Meeting
- Nov 11/16 Remembrance Day Ceremony
- Nov 12/16 Painting Work Bee at BYAS building
- Nov 14/16 Regular Council Meeting
- Nov 19/16 Council 2017 Budget Meeting
- Nov 25-26-27/16 Library/ Baying Buffoons Events
- Nov 28/16 BYAS Board Meeting
- Nov 28/16 Regular Council Meeting

Paul Payson  
Councillor

### Highlights

- Oct 25/16      **Adult Day Support Committee Meeting**
- Nov 6/16        **Catholic Fall Supper**
- Nov 10/16      **Parkland Regional Library Meeting**
- Nov 14/16      **Regular Council Meeting**
- Nov 14-17/16   **AAMD&C Convention**
- Nov 18/16      **FCSS Cheque Run**
- Nov 18/16      **FCSS Meeting**
- Nov 19/16      **Council 2017 Budget Meeting**
- Nov 28/16      **Regular Council Meeting**

**Jack Webb**  
Councillor